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1. INTRODUCTION

With the 1200 you have an advanced, high-volume folding and inserting machine. Its modular construction allows up to 16 feed stations to be fitted, either cut-sheet or on-line to a roll-feed unit, or with fanfolded stationery. Its sophisticated, screen-driven software control optimises the flow of documents for track collation before insertion into the envelope. All fold and adjustments take place automatically according to the requirements programmed in by the operator.

In order to ensure the long usage of this machine and its components, and above all the safe use of the machine, you must read and adhere to the operating instructions and safety notes. Always be aware of all warnings and notes that are mounted or noted on the machine itself.

All persons entrusted with the handling of this machine must also be familiar with the operating manual.
Save this handbook carefully, so that the information it contains may be available at all times.

1.1 Pictograms

	General Warnings
	Warning of danger from electricity or electrical shock
	Information / Note indicating important information regarding the handling of the machine.

1.2 Notes on the Use of this Handbook

In the continuous text is written all general information and explanatory text. The information contained therein is necessary, in order to be able to carry out the subsequent working and procedures.
When some action is expected from the operator, this will always be explicitly stated, and where relevant, accompanied by an illustration or graphic.
Always read through each step, so that you will obtain all of the necessary information. Do not anticipate what you believe will follow in the handbook:
It will prevent you from making mistakes!

Chronology and Reference

This handbook is structured chronologically, and therefore ordered sequentially for the operationally ready machine. It assumes that the machine has been installed in the correct environment by an Authorised Service Engineer and that the operator or his or her supervisor has had a degree of operator training.

When you are unfamiliar with the machine, it is best to read through the handbook from beginning to end. You will be guided step by step, and in this way you can easily and quickly have the machine in operation.

If you are already familiar with the machine, it will make thing easy if you use this handbook as a reference work.

2. SAFETY NOTES

For your own safety and the operating safety of the machine, read the following notes carefully before starting your machine. Always be aware of all warnings and notes that are mounted or noted on the machine itself. Save this handbook carefully, so that the information it contains may be available at all times.

The machine is of advanced construction and reliable in operation.
Nevertheless, the device does present hazards when operated by untrained personnel. The same applies to use that is inappropriate and not in keeping with its intended purpose.

In not adhering to this handbook, there is the danger of

- an electrical shock,
- injuries from the intake at the rotating rollers,
- damage to the machine.

2.1 General safety notes

Caution!
Please, read these notes with care.
Save these instructions for later use.
All notes and warnings found on the machine are to be followed.

Installing the machine

Important! The machine must be installed only by an Authorised Service Engineer. A safe, level position is necessary, when installing the machine, with sufficient space all round to operate it. The machine is to be protected from moisture.

Ensure there is at least 1 metre of free space between any point of the machine and the nearest wall or barrier. Sufficient working space is essential to operate the machine safely. Do not place surrounding furniture or other objects where your path may be obstructed.

Electrical danger

The machine may only be connected to a voltage of 230V/50 Hz or 115V/60 Hz, depending upon model.
The mains plug may only be connected with a socket having an installed protective contact! The protective effect may not be compromised by the use of an extension line without a protective grounding conductor. All interruptions of the protective grounding conductor, within or outside of the machine, are prohibited. The device is double pole fused! When fuse failure occurs, electrical machine parts can still carry voltage. When making the connection to the mains power, be aware of the connection values on the nameplate. Inspect the voltage setting on the device's power input module. Run the supply lines in such a way, that no-one may trip over them. Do not place any objects upon the supply line. When the machine is not in use over a long period of time, it should be disconnected from the power supply. In this way, damage would be prevented in the event of excess voltage. Protect the device from moisture. When moisture enters the machine, there is the danger of electrical shock. Never open the machine except the top cover. For reasons of electrical safety, the machine may only be opened by authorized Service Agents.

Operating safety

Never reach into the machine when it is running! This could only occur if a safety interlock were to fail.
The danger of injuries exists, through pulling in and crushing on the rotating rollers. In addition, keep long hair and parts of loose clothing far from the machine in operation. **If a safety interlock fails, your Service Agent must be contacted immediately!**
In order to prevent damage to the machine, only factory authorized accessory parts should be used.

Cleaning the machine

Prior to cleaning the exterior of the machine, it should be disconnected from the power supply. When cleaning the machine, do not use liquid or spray cleaners, but only a cloth dampened with water.

Cleaning sensors

When cleaning sensors use **only** non-flammable airdusters, eg. part number E0070A. Other types may use flammable propellants, which could result in fire or explosion.

Allow machine to be checked by the Service Agent

In the following cases, the mains plug must be unplugged and the device left for the authorized Service Agents:

- When the mains cable or plug is worn or damaged.
- When water or other liquid has entered the device.
- When the device does not function properly, in spite of following the instructions provided.
- When the device has fallen down or the housing is damaged.
- When there are noticeable differences in the normal operation of the machine.

Spare Parts

When repair work is carried out, only original spare parts or spare parts corresponding to the original parts may be used.

Repairs

Do not disassemble the machine any further than is described in this handbook. Other than the top cover, the opening of the machine by unauthorized personnel is not permitted. Repairs may only be carried out by an authorized Service Agent.
Modification is not permitted:
For safety reasons, your own reworking and modifications are not permitted.

Please contact your Service Agent, for all questions relating to service and repair. In this way, you ensure the operational safety of your machine.

Please contact your Service Agent, for all questions relating to service and repair. In this way, you ensure the operational safety of your machine.

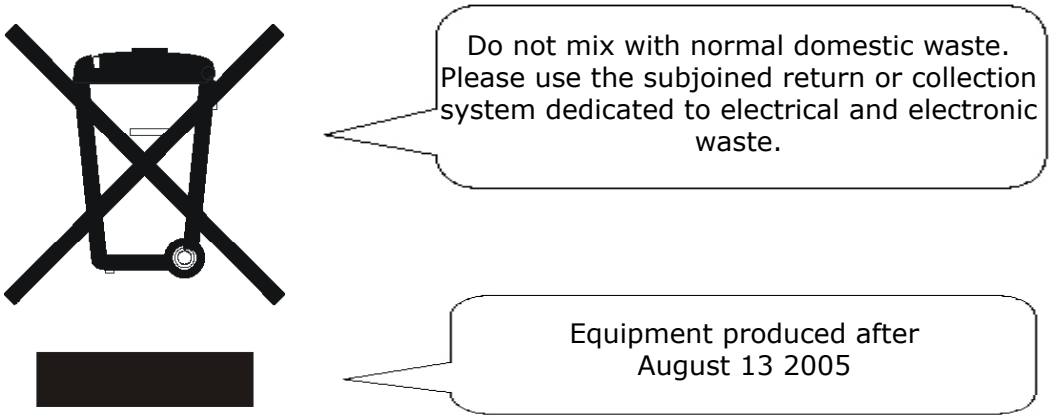
2.2 End of Life

The objectives of the European Community's environment policy are, in particular, to preserve, protect and improve the quality of the environment, protect human health and utilise natural resources prudently and rationally. That policy is based on the precautionary principle and principles that preventive action should be taken, that environmental damage should as a priority be rectified at source.

Separate collection of waste is the precondition to ensure reuse and recycling of waste that is generated at the disposal of electrical or electronic equipment and is necessary to achieve the chosen level of protection of human health and the environment in the European Community.

More particularly, certain materials and components of waste electrical and electronic equipment needs selective treatment as their injudicious handling or disposing of on or into land, water or air would represent a major threat to the environment and human health.

In order to facilitate collection and treatment separated from normal domestic waste, electrical and electronic equipment is marked with the following logo:


Do not mix with normal domestic waste. Please use the subjoined return or collection system dedicated to electrical and electronic waste.
Equipment produced after August 13 2005

Not only are you by law not allowed to dispose of the waste equipment via other waste-streams, but we encourage you to actively contribute to the success of such collection and to the common good and better quality of life of present and future generations.

For more information on the correct disposal of this product please contact your local dealer.

3. ABOUT THE MACHINE

3.1 Machine rating sheet

1. ***CAUTION:*** In order to ensure correct safety and operation, this machine must only be installed and maintained by an authorized Service Engineer.

2. ***CAUTION:*** Should any cover or safety interlock be damaged, the machine must not be used until service repairs have been completed.

3. ***CAUTION:*** **This machine must be earthed**. The wire colours in the mains power cord are:

(Green/Yellow 230v) (Green 115v) which must be connected to Earth (Ground).
(Blue 230v) (White 115v) which must be connected to Neutral.
(Brown 230v) (Black 115v) which must be connected to Live (Line).

4. ***CAUTION:*** This machine is supplied with an unterminated mains cable for hard wiring or connection with a suitable 16A plug/socket conforming to IEC 60309.

5. ***CAUTION:*** For continued protection against risk of fire, replace with same type and rating of fuse. The fuse rating/type for this machine is :
   T 6.3 A Amps 230Volts (Part No. 135-106).
   T 10 A Amps 115Volts (Part No. 135-110).

6. **Model Details:**

	Model Name:	1200
	Model Number:	1630
Input Voltage:	230 Volts @ 50 Hz	115 Volts @ 60 Hz
Input current:	25 Amps (Max)	25 Amps (Max)
Sound Reading:	81dBA	81dBA

(measured at a distance of 1 meter from the nearest cover and a height of 1.6 meters from the ground)

7. The use for this machine is for collating, folding and inserting documents into an envelope.

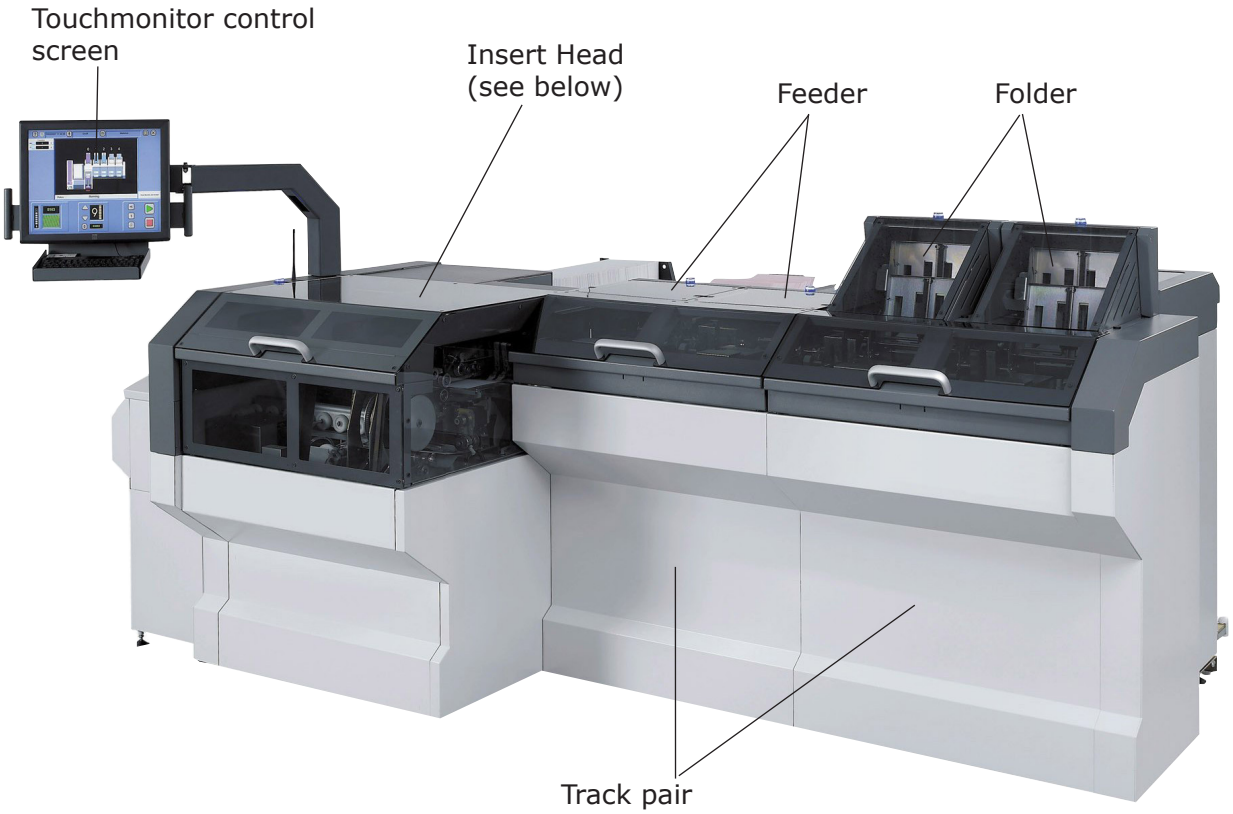
8. The weight of this machine is: 1000 kgs (unpackaged)
   1250 kgs (packaged, with accessories)
   Based on a configuration of Insert Head, 3 x Feeders, Cut Sheet Collator with Diverter, Conveyor

   Lifting or handling must only be carried out by competent persons using appropriate means.

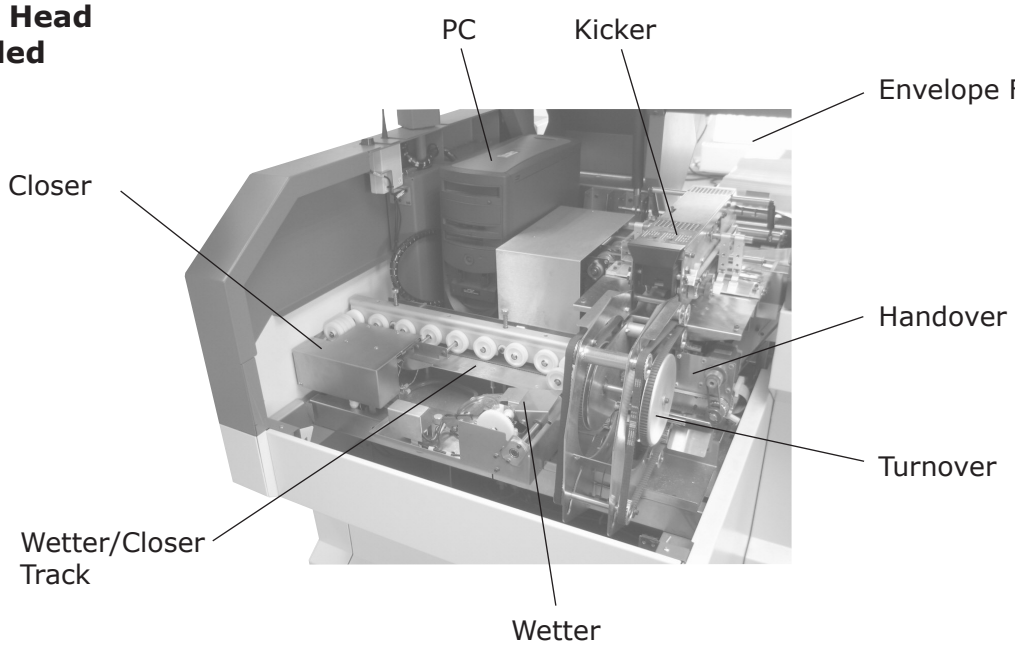
3.2 A quick tour of the 1200

The 1200 is a high-volume folder/inserter capable of a wide variety of mailing applications. It can process complex insertions at high speed, making use of OMR and Barcode Reading if required.

All the functions are PC controlled using an intuitive on-screen representation of the machine. This allows a large number of mailing jobs to be set up and recalled at any time for processing.



Insert Head (detailed view)



3.3 What's in this Document

These Operating Instructions guide you through the stages of using the machine. The machine is entirely software controlled, with all operator functions being performed on the touch-sensitive control screen.

Different levels of user access can be allocated to personnel so that, for example, configuration operations can be restricted to Supervisors, while operators will only have access to straightforward running of the machine. The sections of this document that relate to restricted access are clearly indicated.

The Operating Steps

The functions described in this document are:

- The Run Screen from which you control the running of the machine.
- The Setup Screen where you select items that need setting up.
- The OMR Code Screen to allow you to define OMR marks for up to four reader heads.
- The Bar Code Screen to allow you to define Barcode characters.
- The Documents Screen for defining the forms or inserts to be used.
- The Envelopes Screen for defining the envelope to be used.
- The Configuration Screen where you set up the envelope inserter and feeder units to use the selected stationery.
- The Job Screen to allow you to define a job name and associate it with a machine configuration.
- The Users Screen for creating user names, and allocating a password and access permissions.
- The Statistics Screen for viewing production data.
- Setting up the machine for loading stationery etc.

IMPORTANT! Most of the editing functions described in this document can only be carried out by personnel with the relevant access: see 'The Users Screen' on page 46 for details.

3.4 Operating Overview

An overview of operating the machine is described below. Full details of each of the processes can be found in the remainder of this document.

1. Define an OMR or barcode setup
Create setups for OMR or barcodes. These setups are saved with a name and are used later when defining documents (see below).

2. Define the stationery
Create setups for documents, inserts and envelopes. Documents and inserts can use one of the OMR or barcode setups you have defined. These stationery setups are saved with a name and are used later when defining a configuration (see below).

3. Define a configuration
Create configurations by attaching a stationery setup to each feed station, and also selecting the options for the operation of each unit. These configurations are saved with a name and are used later when defining a job (see below).

4. Define a job
Create a job by naming it and attaching a configuration.

5. Create a user
Setup up usernames, passwords and access rights.

6. Select a user and job in the Run screen
After selecting a user and job, all that remains is to load the stations with envelopes and documents and start running. Any number of jobs and users can be created and recalled at any time.

7. Load the stationery
Load the envelope and station hoppers (see page 53).

7. Start operating the machine
Press the Run button to begin operating and adjust the speed as required. Press the Stop button to end the current cycle and stop. Press the Autoend button to clear the paper tracks back to the hold points before stopping.

Important: When changing jobs press 'Clear Machine and Restart' instead of just pressing the Run button.

Note: The 1200 has the ability to program all the above steps in any order. For example, if you have already started programming the configuration, you can go to the document screen and edit the document while still in the configuration screen.
The 1200 also includes a 'Job Creation Wizard' to guide you through the steps of creating a job from the beginning – see page 24.

3.5 On-line Help

To provide assistance in the Run screen and setup screens, there is a ? symbol available. Press this to display the About box:

Help menu
Accesses the Main Menu for service manuals; specifications for OMR, barcode, OCR/2D, datalogs & general; technical bulletins; PiCS user guide; troubleshooting guide and product guide.

Advanced troubleshooting guide
Describes action to take for every error code. Also appears when ? is pressed in a fault screen.

Browse other documents
Opens Windows Explorer to display directories in which various useful documents are located.

Contact details
Enter required details for technical assistance and support.

Firmware versions(s)
Displays details of the firmware version (and for Vertical Stacker, if fitted).

Other files' versions
Displays compatibility details for various .dll files.

Software & firmware version logs
Contain changes in latest and previous versions of software and firmware.

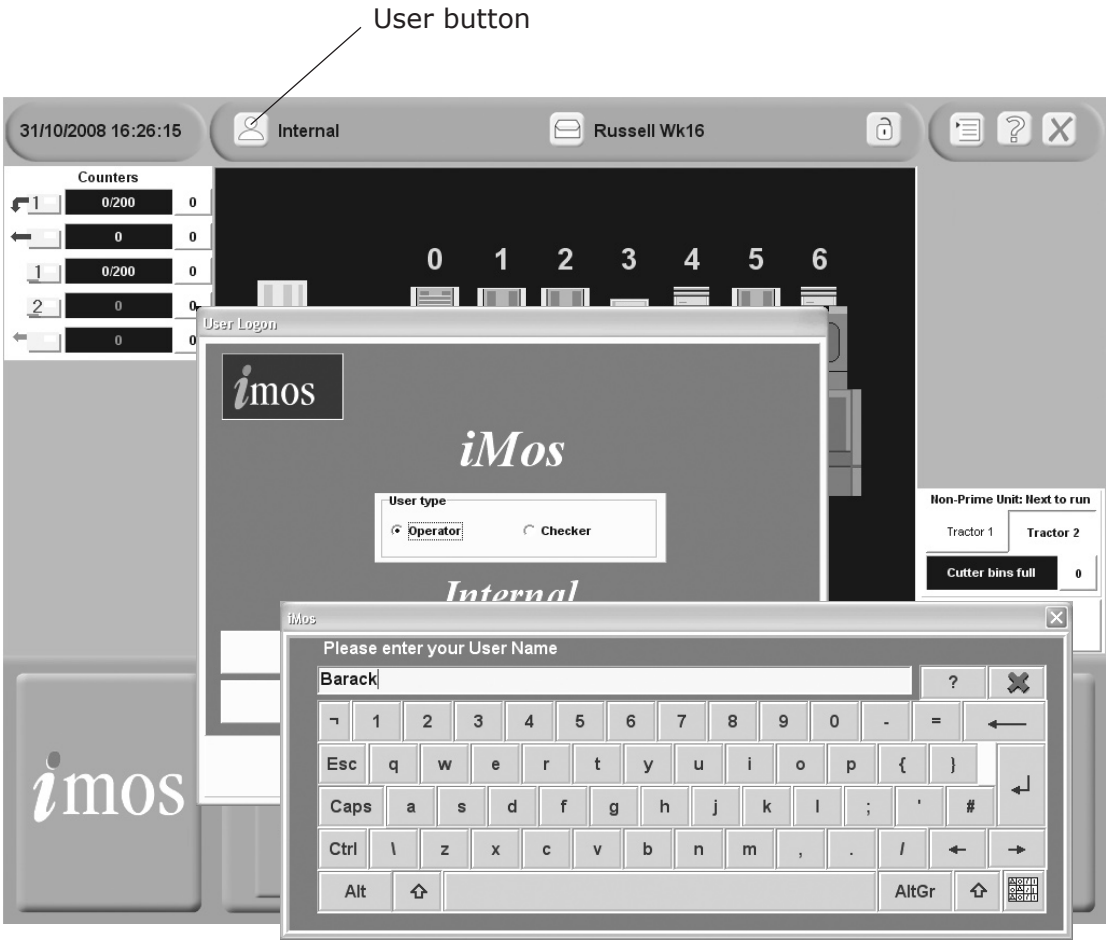
Release log
Summary of changes in latest software & firmware version with details.

Job Creation Wizard: This facility will assist you in setting up a Job from the beginning - see page 24 for details.

4. OPERATING INSTRUCTIONS

4.1 Starting the Operating Program

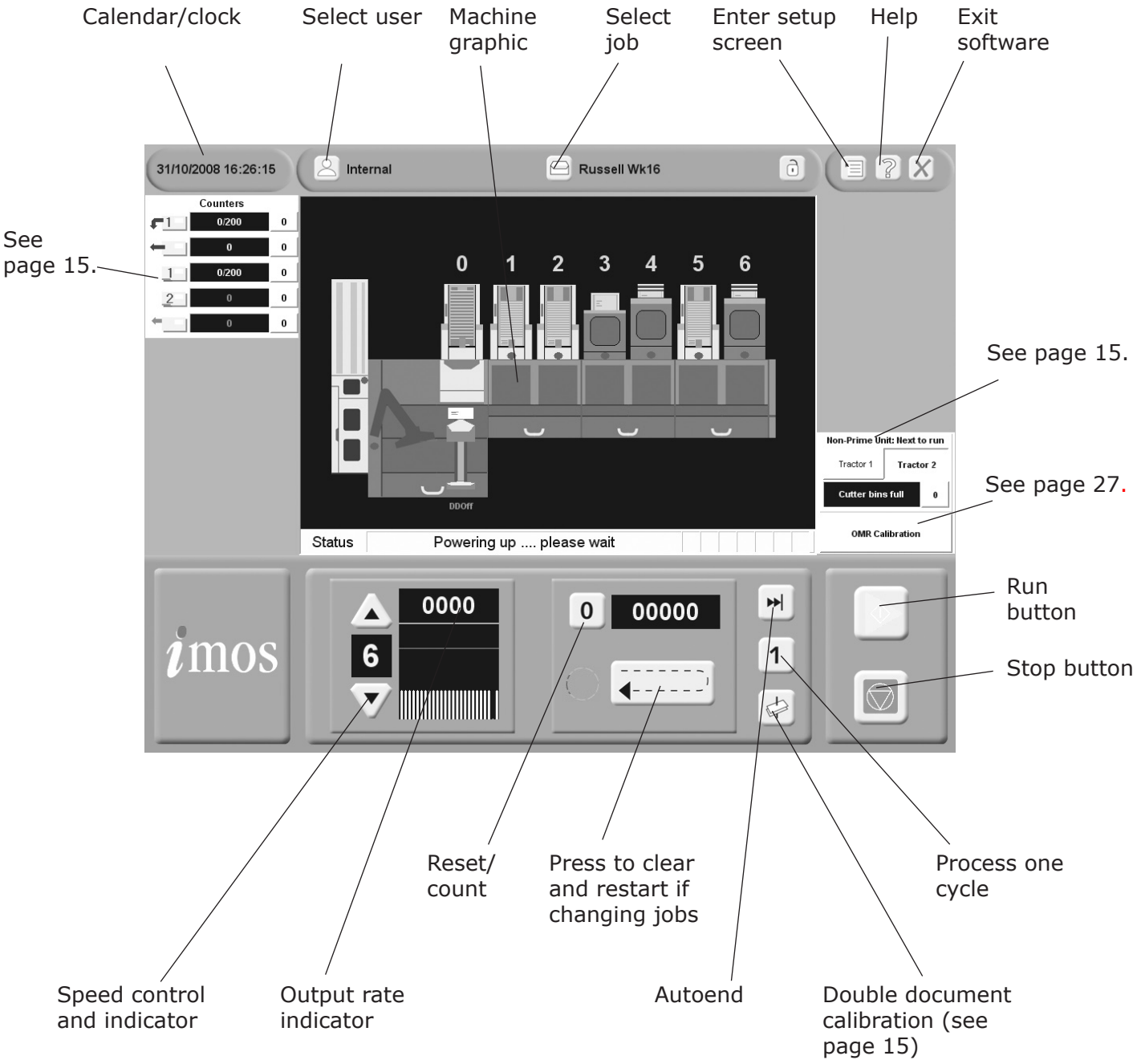
When you first start the operating program, you will be presented with the Run Screen, shown below and described in detail on the following page. The program will start with the last used operator and configuration, as shown at the top of the screen. You will be required to log on - click the 'User' button and then select 'Log On User'. Enter the user name followed by the password - either type these in, or use the on-screen keyboard and press return (note that the password is case-sensitive). Assuming the correct password has been entered, the Run Screen will be available for use, as shown on the following page.



Note: New users and passwords can be only be entered or edited by authorised personnel with Supervisor access. This is detailed in section 5.8 'The Configuration Screen' on page 34.

4.2 The Run screen explained

From this screen, you run and stop the machine and control the speed. It is also possible to change the selected operator, change the selected job and enter Edit Configuration (authorised personnel only).

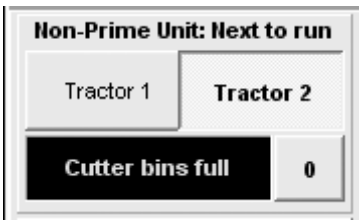


To change the current operator or job, click on the buttons and you will be presented with a list of all those that have been created, and allow you to select any one. Note that to change to a different operator will require the appropriate password to be entered. To view and adjust the settings for the envelope and document inserters, click on the relevant part of the machine graphic (see page 17 for details).

Double Document Calibration

The machine will calibrate for double documents automatically each time it is started, and then continue running. If a subsequent double document is fed, the machine will stop with an error. If you want to perform a single calibration cycle, press the calibration button with the machine stopped. This may be useful if, for example, false doubles error messages are occurring. **Note:** if you are using OMR or Barcode groups, the whole group will be fed.

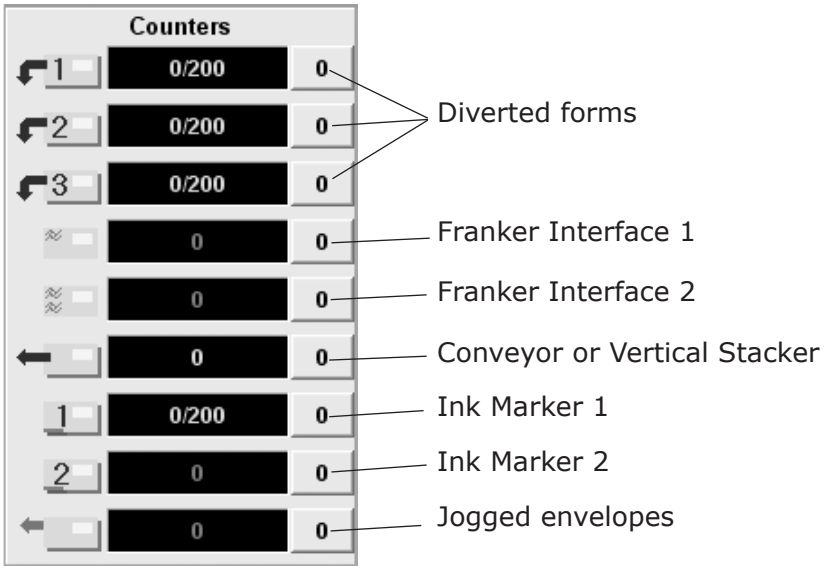
Cutter Control



Appears only if a cutter is fitted. If it is a dual cutter, the tractor that is next to run can be switched if the machine has lost synchronicity in a crash. If it is a single cutter, the buttons will not work.
After 4000 operations, the cutter bin will be full and the machine will stop. Empty the bin and press the button to clear the message.

Output Device Counters

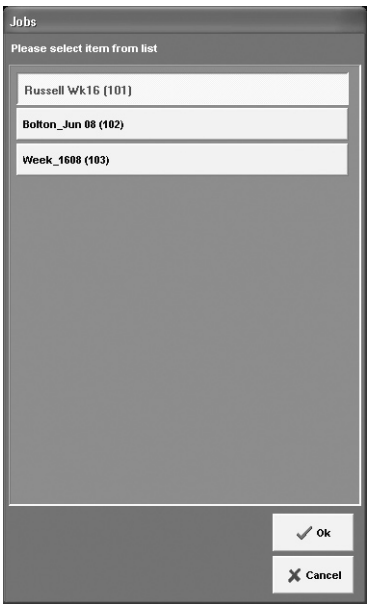
Output devices are one or more of: conveyor; vertical stacker; franker interface and output diverters 1-3. Counts for ink-marked and jogged envelopes are also displayed, as shown below. The counts can be zeroed by pressing the 0 button.



4.2.1 To change the User

Click on the **Select User** in the logon box to view the list of users. To change to a different user, click on the name and enter the password - you cannot change the user unless you know their password (note that the password is case-sensitive). When changed, you will see the new user name at the top of the Run screen. To create a new user, **The Setup Screen** must be entered (see page 23).

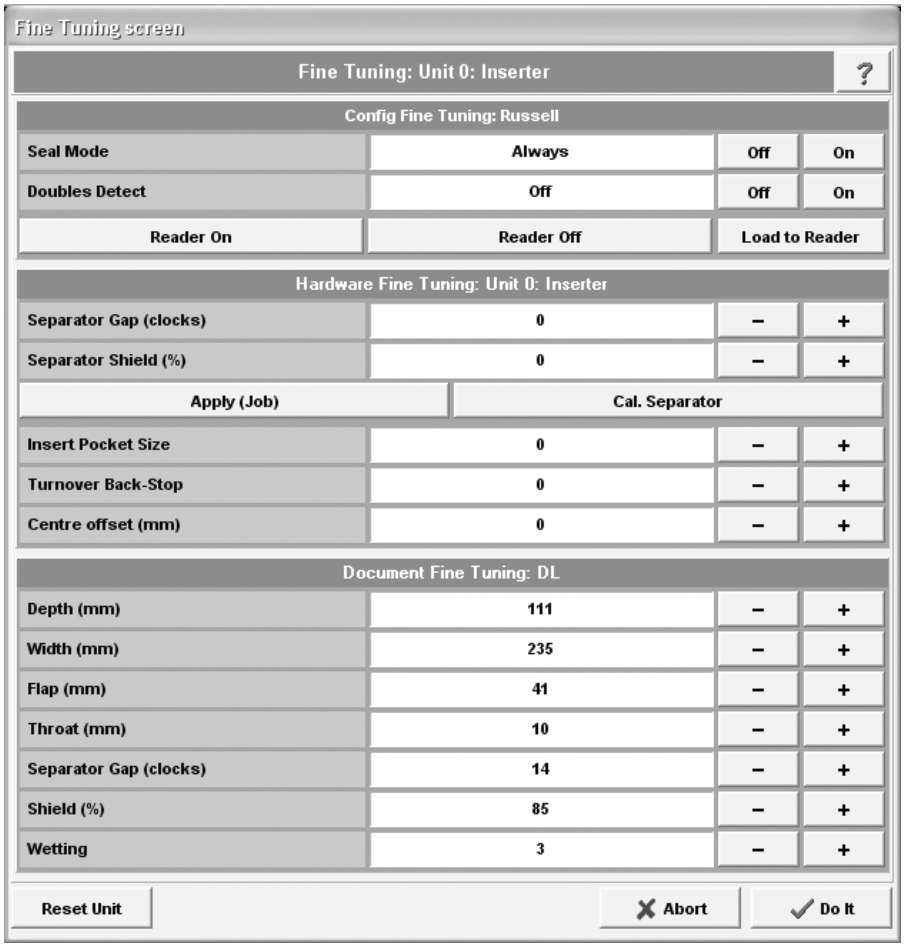
4.2.2 To change the Job



Click on the **Select Job** button in the Run screen to view the list of jobs. To change to a different job, click on the name and you will see the new job name at the top of the Run screen. To create a new job, **The Setup Screen** must be entered (see page 23).

4.2.3 To adjust the Envelope Inserter settings

Click on the envelope conveyor on the machine graphic to display the Inserter Status screen. Click on **Hardware/Document Fine Tuning** to display further information as shown left. From here you can select:



a: Whether envelope sealing is on or off.

b: Whether doubles detection is on or off.

c: Fine adjustment of the separator gap (1 clock is approximately 0.2mm). Note that the nominal separator gap is automatically set by the operating software.

d: Fine adjustment of the separator shield for the unit. This is initially set in the inserter unit setup in the Envelopes screen (see page 30). Adjustments in the box shown left increment or decrement this initial setting.
The shield setting controls the amount of shielding over the lower pick-up wheel, and should not normally require adjustment. However, if stream-feeding or erratic double feeds occur, try moving the shield back (ie. reducing the percentage of shielding). If envelopes are not properly picking up, move it forward.

e: Separator calibration. After a long period of use, the separator may need re-calibrating. Insert a sheet of 80 gsm paper in the separator gap and click the button. Use the remote control unit to adjust the gap so that there is just a slight drag on the paper as it is withdrawn. Click the 'Apply (Job)' button to confirm the adjustment.

f. Fine adjustment of Insert Pocket Size. This adjusts the distance between the backstop and the belt pawls at the insert area, under the kicker. Use if insert pack is too loosely or tightly held at insert. **Note:** This adjustment will only be available if Engineer access is enabled on the machine.

g. Fine adjustment of Turnover Backstop. This adjusts the position of the backstop under the turnover. Use if the envelope flap is not properly positioned in the wetter. **Note:** This adjustment will only be available if Engineer access is enabled on the machine.

➔

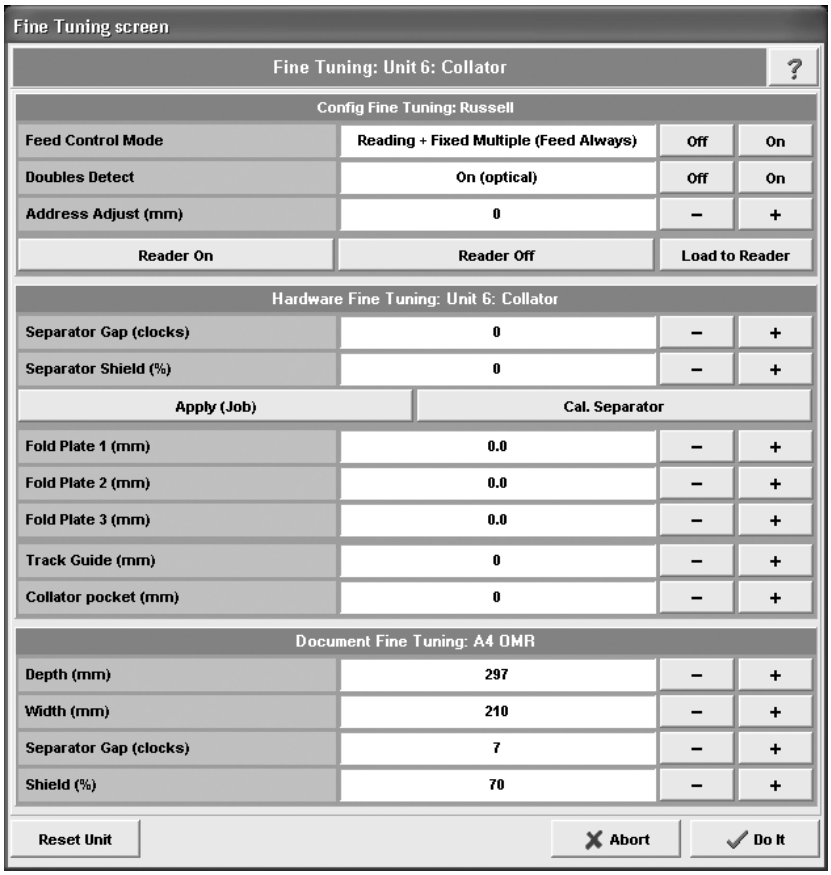
h. Fine adjustment of Centre Offset. This adjusts the side-to-side location of the insert pack in the envelope. Use if the insert pack is too far over to one side. **Note:** This adjustment will only be available if Engineer access is enabled on the machine.

j: Changes to the envelope depth width, flap and throat, separator gap, shield setting and amount of wetting (1-8) where higher numbers give greater wetting. **Note:** these settings apply only to the information stored with the envelope named at the top of the dialog box. Any separator gap or shield adjustments will be additional to those made to the hardware unit in 'c' and 'd' on the previous page.

When all adjustments are complete, click on the 'Do It' button to exit the dialog box.

4.2.4 To adjust the Document Inserter settings

☞ ***Note: Depending upon the type and usage of the unit fitted, the display may be different from that shown and only some settings may apply.***



Click on the document conveyor on the machine graphic to display the Inserter Status screen. Click on **Hardware/ Document Fine Tuning** to display further information as shown left. From here you can select:

a: Whether feed control mode is on or off (ie unit enabled/disabled).

b: Whether double document detection is on or off. Detection is usually turned off if very thick inserts or booklets are being fed.

c: Adjustment up or down of address position in envelope window.

d: Fine adjustment of the separator gap (1 clock is approximately 0.2mm). Note that the nominal separator gap is automatically set by the operating software.

e: Fine adjustment of the separator shield for the unit. Initially set in the inserter unit setup in the Documents screen (see page 29). Any adjustment in the box shown above increments or decrements this initial setting. The shield setting controls the amount of shielding over the lower pick-up wheel, and should not normally require adjustment. However, if stream-feeding or erratic double feeds occur, move the shield back (ie. reduce the percentage of shielding). If envelopes are not properly picking up, move it forward.

f: Separator calibration. After a long period of use, the separator may need re-calibrating. Insert a sheet of 80 gsm paper in the separator gap and click the button. Use the remote control unit or the screen image to adjust the gap so that there is just a slight drag on the paper as it is withdrawn. Click the 'Apply (Job)' button to confirm the adjustment.

g: Fine adjustment of fold plates 1, 2 & 3. This may be useful, for example, to nudge the fold onto a perforation line. **Note:** This adjustment will only be available if Engineer access is enabled on the machine.

➔

h: Fine adjustment of Track Guide. Use if the width of the insert track is too shallow or deep to accommodate the insert pack as it travels down the track. Only available if Engineer access is enabled on the machine. **Note:** This adjustment will only be available if Engineer access is enabled on the machine.

i: Changes to the document depth and width, separator gap and shield setting. **Note:** these settings apply only to the information stored with the document named at the top of the dialog box. Any separator gap or shield adjustments will be additional to those made to the hardware unit in ‘d’ and ‘e’ on the previous page.

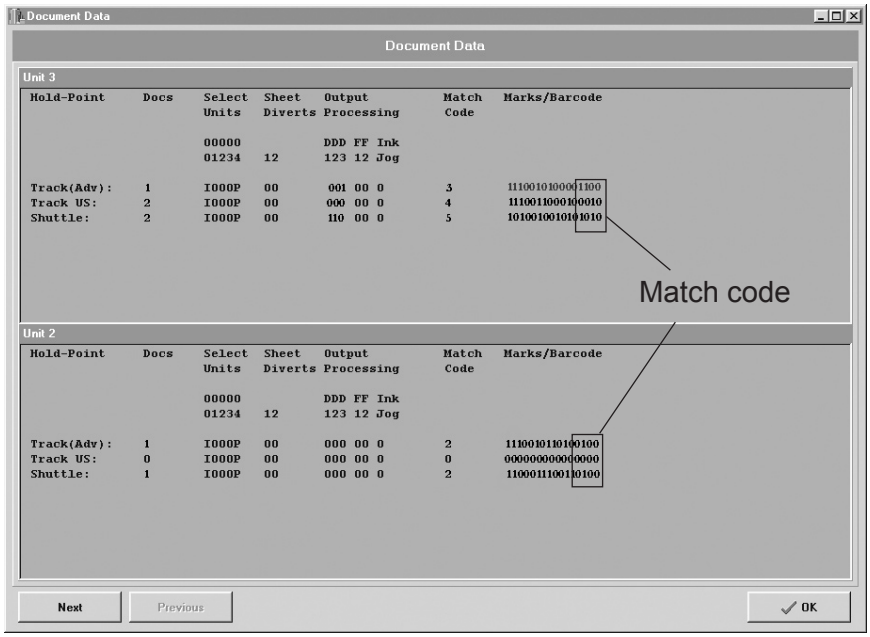
j: Changes to the collator pocket (collator only). Adjusts the length of the pocket greater or less than that set by the software. **Note:** the width of the pocket can also be adjusted mechanically.

When all adjustments are complete, click on the ‘Do It’ button to exit the dialog box.

4.2.5 OMR Mark Data

☞ ***Note: Depending upon the type and usage of the units fitted, the display may be different from that shown.***

If an OMR unit is fitted to the machine, data concerning the OMR marks, particularly match codes, can be obtained by clicking on the lower portion of the graphic.This will reveal the screen shown left, displaying data for the unit clicked on, and also for the preceding units. Data for the following unit can be displayed by clicking the 'Next' button, or for the preceding one with the 'Previous' button.


Document Data
Document Data
Unit 3
Hold-Point Docs Select Units Sheet Diverts Output Processing Match Code Marks/Barcode
00000 DDD FF Ink
01234 12 123 12 Jog
Track(Adv): 1 I000P 00 001 00 0 3 1110010100001100
Track US: 2 I000P 00 000 00 0 4 1110011000100010
Shuttle: 2 I000P 00 110 00 0 5 1010010010101010
Match code
Unit 2
Hold-Point Docs Select Units Sheet Diverts Output Processing Match Code Marks/Barcode
00000 DDD FF Ink
01234 12 123 12 Jog
Track(Adv): 1 I000P 00 000 00 0 2 1110010110100100
Track US: 0 I000P 00 000 00 0 0 0000000000000000
Shuttle: 1 I000P 00 000 00 0 2 1100011100110100
Next
Previous
OK

The data displayed shows the number of documents present at each hold point on the unit, the OMR marks on those documents, and the decimal equivalent of the marks that comprise the Match Code (if used). This allows the Match marks to be compared from one unit to another if an error occurs, helping you decide where the faulty document is. **Note:** if there is more than 1 document at any position, the mark data shown will be 1 if there is a mark on any of the group at that position, and 0 if there is none.

Note that there are two hold points describing the track position. Track (Adv) means track advanced, and describes the document on the track either directly in line with the one on the shuttle, or else moved **ahead** of the insert track pawls towards the next unit. Track US means track upstream, and describes the document **behind** the insert track pawls, at the end of the relevant unit.

Using the display above as an example, unit 3 has a document with a match code of 2 at track (adv) position, with its matching document at shuttle position - these 2 documents will be placed together on the track. If, however, a missing or erroneous document had caused the document at shuttle position to be match code 3, the screen allows the operator to decide that as the following document at track (adv) position in unit 4 also has a match code 3, the document at track (adv) in unit 3 must be removed. The track will then automatically advance to allow correct matching to continue.

Select Units describes the Select marks for each unit, where 0 = inserter head, and 1, 2, 3 and 4 refer to units 1, 2, 3, and 4. In the columns below, the inserter head will be shown as I, the prime station (usually the last) as P. The other units will be 0 or 1, a '1' indicating the unit number that the select mark relates to for the document at each hold point, eg. at 1 at position 3 means that the select mark is for document in unit 3.

Sheet Diverts refers to the trays of the forms unit fitted after a col-

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lator, whether tray 1 or 2. A '1' at this position means a divert mark is present on the form at that hold point.

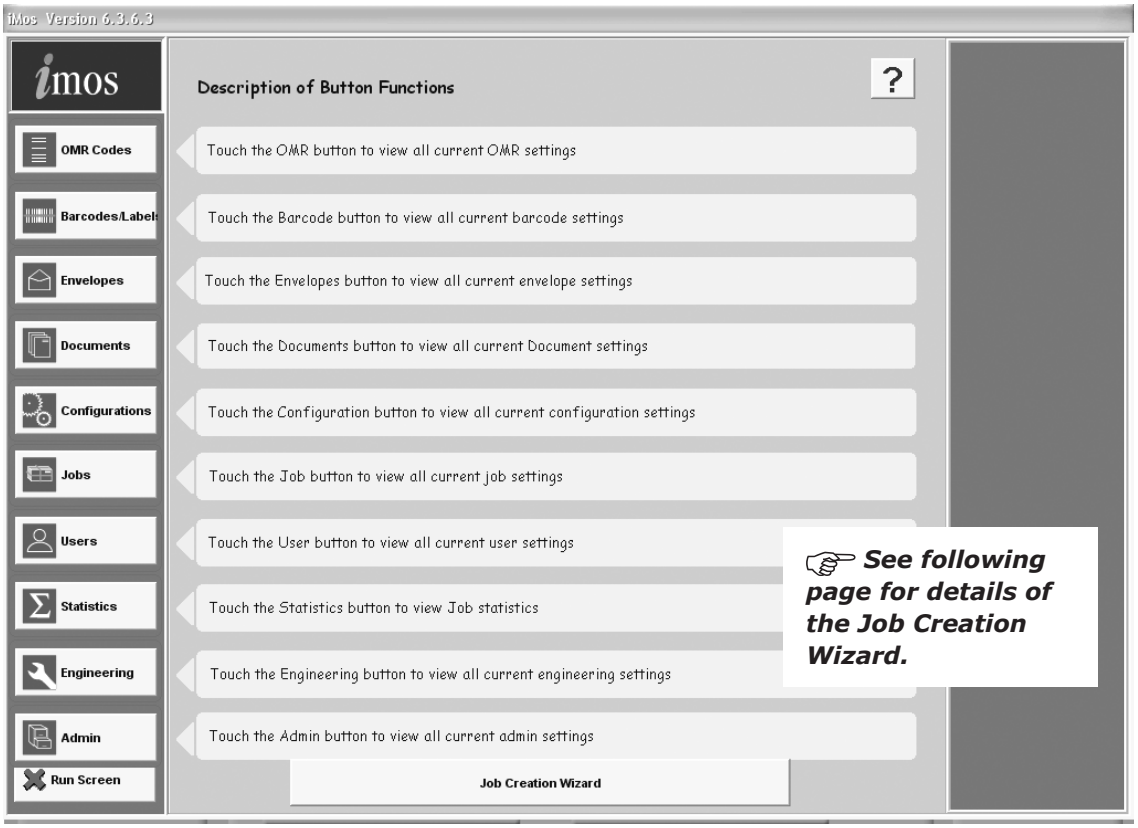
Output Processing is similar to the above, D1, D2 and D3 relating to divert conveyors 1, 2 or 3. F1 and F2 mean franker interface 1 or 2, and Ink/Jog means whether ink marking or jog on conveyor is selected.

A full explanation of OMR/Barcode mark data can be found in the 1200 Series Specifications document.

5. THE SETUP SCREEN

5.1 The Setup screen explained

From this screen, you make changes to the machine setup, providing you have appropriate access. Changes can then be saved. To enter the screen, click the setup button on the Run screen.


iMos Version 6.3.6.3
imos
Description of Button Functions
?
OMR Codes
Barcodes/Label
Envelopes
Documents
Configurations
Jobs
Users
Statistics
Engineering
Admin
Run Screen
Touch the OMR button to view all current OMR settings
Touch the Barcode button to view all current barcode settings
Touch the Envelopes button to view all current envelope settings
Touch the Documents button to view all current Document settings
Touch the Configuration button to view all current configuration settings
Touch the Job button to view all current job settings
Touch the User button to view all current user settings
Touch the Statistics button to view Job statistics
Touch the Engineering button to view all current engineering settings
Touch the Admin button to view all current admin settings
Job Creation Wizard
See following page for details of the Job Creation Wizard.

OMR Code Allows OMR mark settings to be created, viewed or altered (Page 26).

Bar Code Allows Bar Code settings to be created, viewed or altered (Page 28).

Envelopes Allows envelope settings to be defined or altered (Page 30).

Documents Allows form and insert settings to be defined or altered (Page 32).

Configuration Configure the machine for all settings to use with the stationery you have selected (Page 34).

Job Create a new job, or alter an existing one (Page 45).

Users Allows a new user to be added, and a password and permissions to be set. These can be also be altered for existing operators (Page 46).

Statistics Displays information on current machine settings, production run data etc. (Page 47).

Engineering Allows testing of various parts of the machine. Only available to personnel with engineer access, and described in detail in the machine Service Manual.

Admin Allows administration of various machine functions.

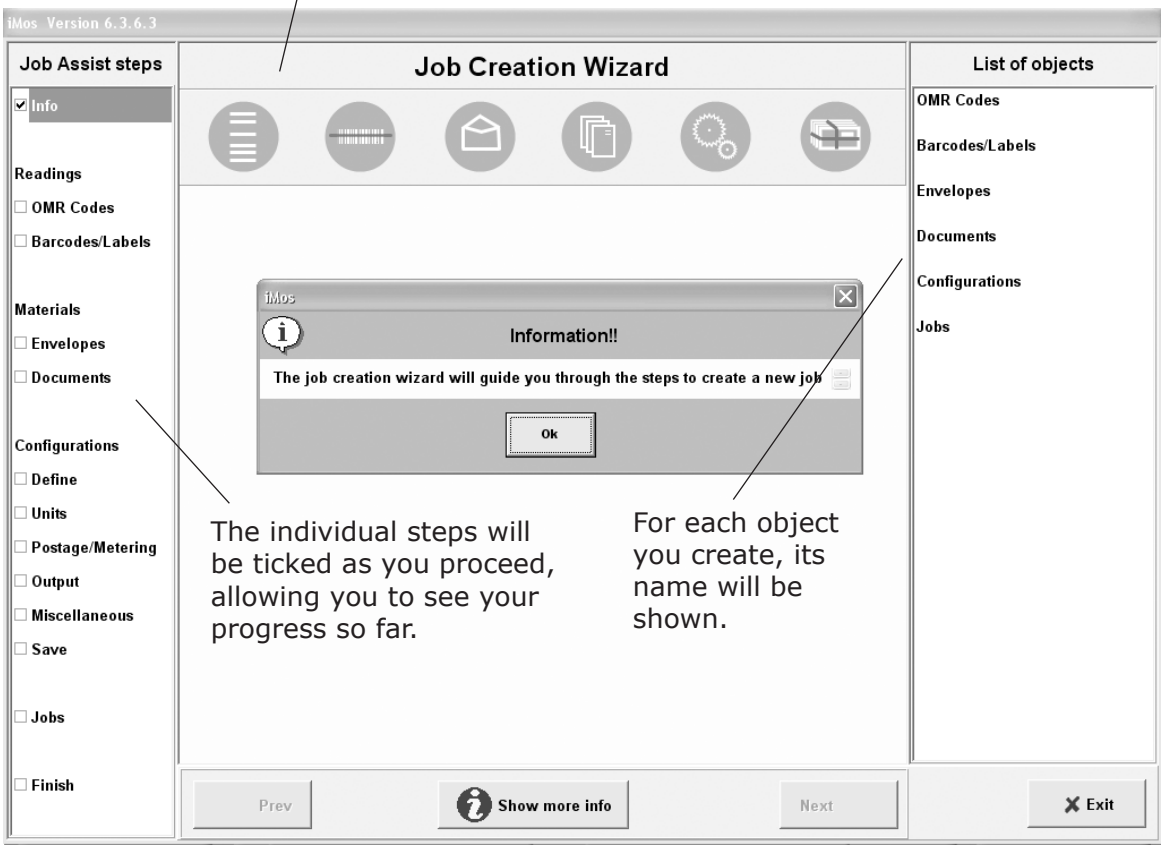
Run Screen Press this to take you back to the Run Screen.

5.2 Job Creation Wizard

The Job Creation Wizard is can be used if required to help you set up a job interactively. It prompts you create each step of the path to create a complete job, moving from one stage to the next.

When you have finished, and actual job will have been created and is then available for use,

Each key feature of the job (Barcode or OMR, Documents, Envelopes etc.) will be ticked or crossed as you progress, depending upon whether they are used.



The individual steps will be ticked as you proceed, allowing you to see your progress so far.

For each object you create, its name will be shown.

5.3 The List Box

Click on any of the buttons on the Setup screen to display a list box. Shown left is the list box for the Document, and is similar for all of the buttons on the Setup screen. The list box shows all of the setups that have been defined so far. Select any of the setups shown and this can then be edited, copied or deleted by clicking on the appropriate button at the bottom of the box. New setups can also be created by clicking on the **New** button, and the newly created item can then be edited as required. Note that each name is allocated an ID number by the software, this being appended to the name. You can sort the list by ID or name, and if the list is long and a scroll bar appears, you can also search the list by name or ID using the buttons at the bottom. A filter can also be applied, to list only names or IDs containing criteria, such as a keyword or a part of it.

When either the **New** or **Edit** buttons are clicked, the edit screen for that particular setup is displayed. These are explained in detail on the page indicated below:

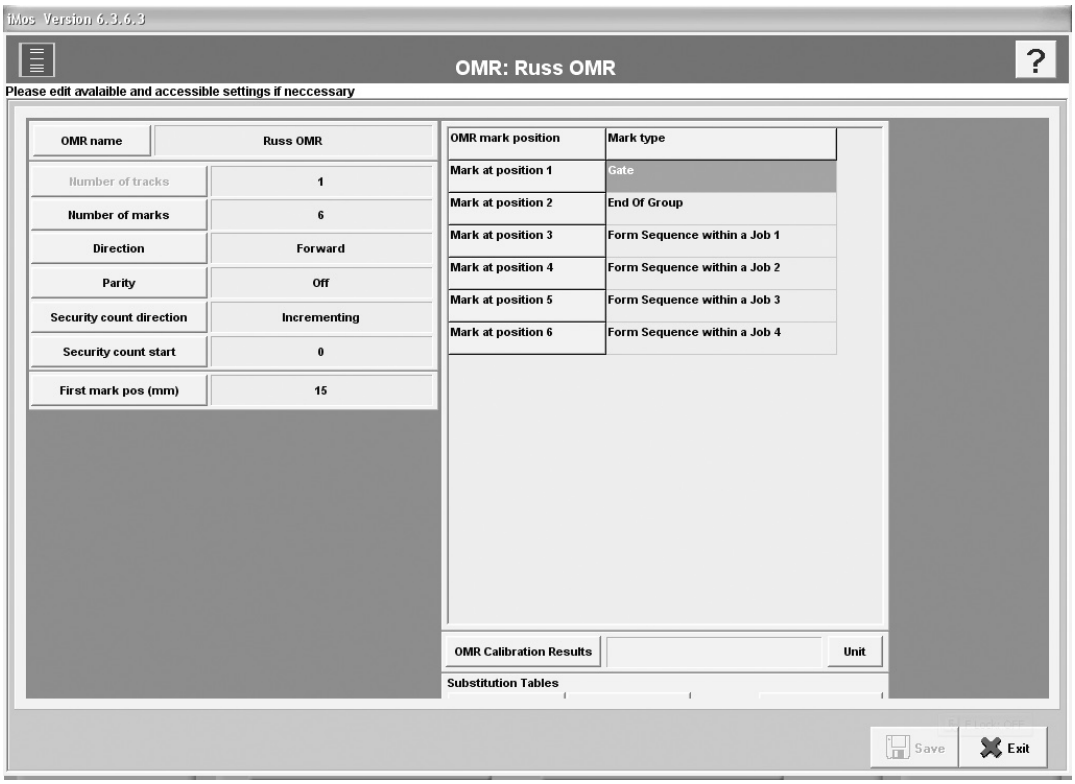
List Box	
OMR Code:	Page 26
Bar Code/Labels:	Page 28
Envelopes:	Page 30
Documents:	Page 32
Configuration:	Page 34
Job:	Page 45
Users:	Page 46

If any changes are made to the list box (ie. if an existing item is copied or deleted), the **Save** button will be active. Click on this to save the changes, and click **Exit**. Note that if an item is edited, any changes will be saved on that particular edit screen, and the **Save** button in the list box will remain dimmed.

Warning!!

For the 'OMR Code', 'Bar Code', 'Documents' and 'Envelopes' list boxes, do *not* delete a setup that is currently used in any configuration. If you do, the configuration that uses the setup will be substituted with the factory configuration named 'Default Config', which cannot be deleted or edited (for further details of Configurations, see page 34).

5.4 The OMR Code Screen



From this screen you can edit the OMR setup selected in the list box (see page 25), or click on 'New' if creating a new setup. The setup name you are required to enter and all OMR settings can be changed as required.

Editing the setup name.

Click on **OMR Name** and edit the name as required, either by typing it or by using the on-screen keyboard. Any changes made here will be reflected in the OMR Code list box when the OMR screen is saved and exited. **Warning! Do not delete an existing setup that is used in a current job. If you do, the factory default will be substituted.**

Editing the settings.

Set the Number of marks, Direction, Parity, Security Count direction, Security Count start (whether 0 or 1) and position of first mark to be read from leading edge. Now click on each OMR mark position button and enter the type of mark for each position, according to the marks you are using.
Note: Prior to running a new or edited OMR setup, the machine must first be calibrated using a calibration sheet (see note below). The results of the calibration will be shown on the screen for each selected OMR unit.
Substitution tables can be set in this screen, and also in Barcode/ Labels - see page 28 for details.

After making any changes, click the **Save** button at the bottom of the screen, and then the **Exit** button to return to the list box.

Note: For full details of OMR specifications, see '1200 Series OMR Specifications'. For details of calibration, see the following page.

OMR Calibration

After creating an OMR setup and using it in a job, the machine must first be calibrated in order to use the setup properly; this requires the use of an OMR Calibration sheet applying to the printed documents for which the job is to be created.

To create a calibration sheet, see document:

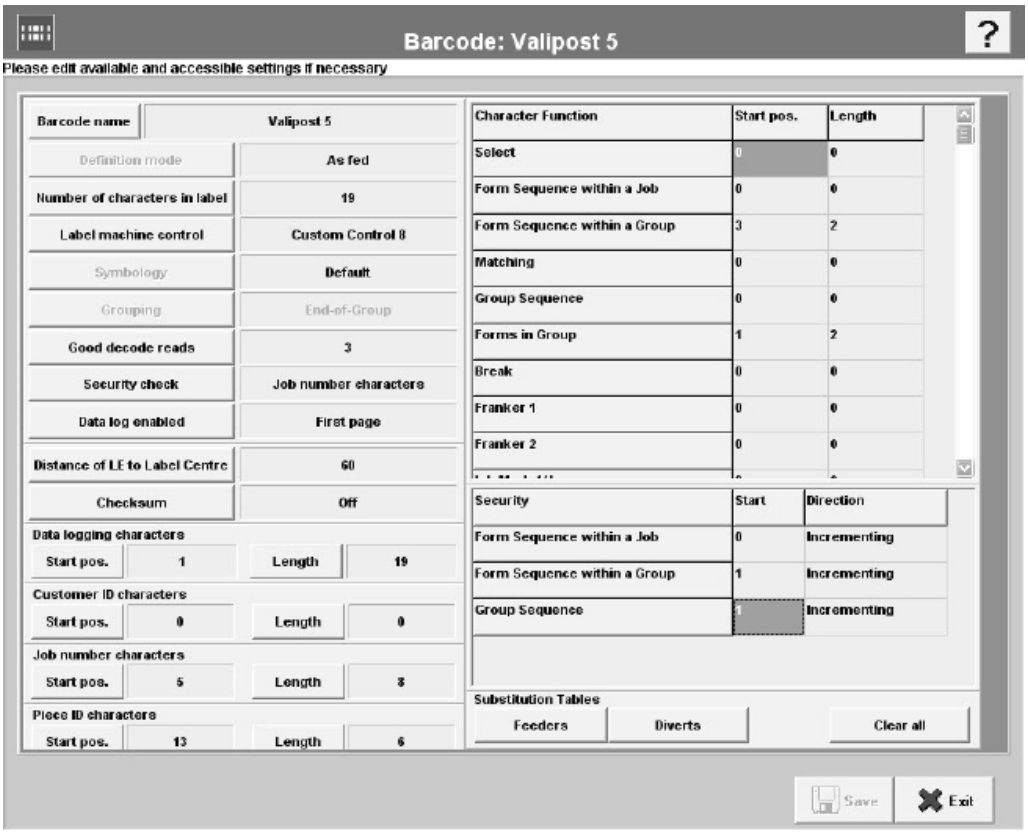
C:\Program files\PFE\Automailer 5\Documentation\Other Documentation\Test Documents\Calibration Sheets\OMR Calibration Page Technique in Word

When the sheet has been created, press the OMR Calibration button on the Run screen:

This will prompt you to select the relevant unit for calibration. The machine will then request you to load the calibration sheet:

When the calibration has run , a message will be displayed on the screen to advise if it has been successful. If so, you can begin running the OMR job. If not, see the 'Troubleshooting' section of the above document.

5.5 The Barcode/Label Screen



From this screen you can edit the barcode or other ID label setup selected in the list box (see page 25) or click on 'New' if creating a new setup. The name you are required to enter and all label settings can then be edited.

Editing the setup name.

Click on **Name** and edit the name as required, either by typing it or by using the on-screen keyboard. Any changes made here will be reflected in the Bar Code list box when the Bar Code screen is saved and exited.

The buttons below **Name** relate to the ID field and other non-BCS character functions. These are briefly described below:

Editing the settings for non-BCS characters.

Number of characters in label: Up to maximum 25 for BCS system, not including the start and stop characters.

Label machine control: Available control systems are BCS (default), Customer ID 39, 2 of 5, & Code 128, Custom ID Controls and UPC_A. For all except BCS, Technical Support department must be consulted.

Symbology: Default is the only option available.

Grouping: Select whether the group mark is End of group, First of group or Label on first page only (barcode or label printed on first page of group, but not subsequent pages).

Good decode reads: Set the maximum number of good reads required before label is accepted. Set to low number if print quality is poor.

Security check: Used as a further method of security checking, additional to, or instead of using security BCS character. As the use of this function is specific to individual requirements, it is recommended that Technical Support Department be contacted before using it.

Data log enabled: If set to 'Yes', a record of the movements of each group will be retained in a log file which can be viewed later in the Statistics screen. This data can then be used to compare the original number of documents with the number of processed envelopes. Choose whether to log from the label on the first page of a group, or the last, with or without every label in the group. Then, in the box at the bottom, set the number of characters to log, and the position of the first character: apply this to Customer If characters if these are being used instead **For details of Data Logging and the Statistics screen, see page 47.**

Distance of LE to label centre: leading edge to label centre is needed by software to identify label position.

Checksum: If used, select whether or not checksum character is used along with others for data logging etc.

Job Number characters & Piece ID characters: Define these character positions if Job Number Control being used (see 'Operator Manual Job Number Control' for full details). If Job Number Control is not being used, leave the settings at '0' (zero).

Security: Further security checking can be carried out using sequence checks, either within a job, within a group, group sequence or output sequence/characters. Set whether incrementing or decrementing. **For full details, see 'DS-1200 Barcode Specification'.**

Editing the settings for BCS characters.

Click on the relevant button and enter the required setting for each barcode character, either by typing it in the 'Enter Value' box, or by using the on-screen keypad. The number entered for each character refers to its position within the barcode, number 1 being the first mark from the leading edge. '0' (zero) means that character is not used. **Note:** a minimum of 4 characters must be used. **See also 'DS-1200 Barcode Specification'.**

Substitution Tables

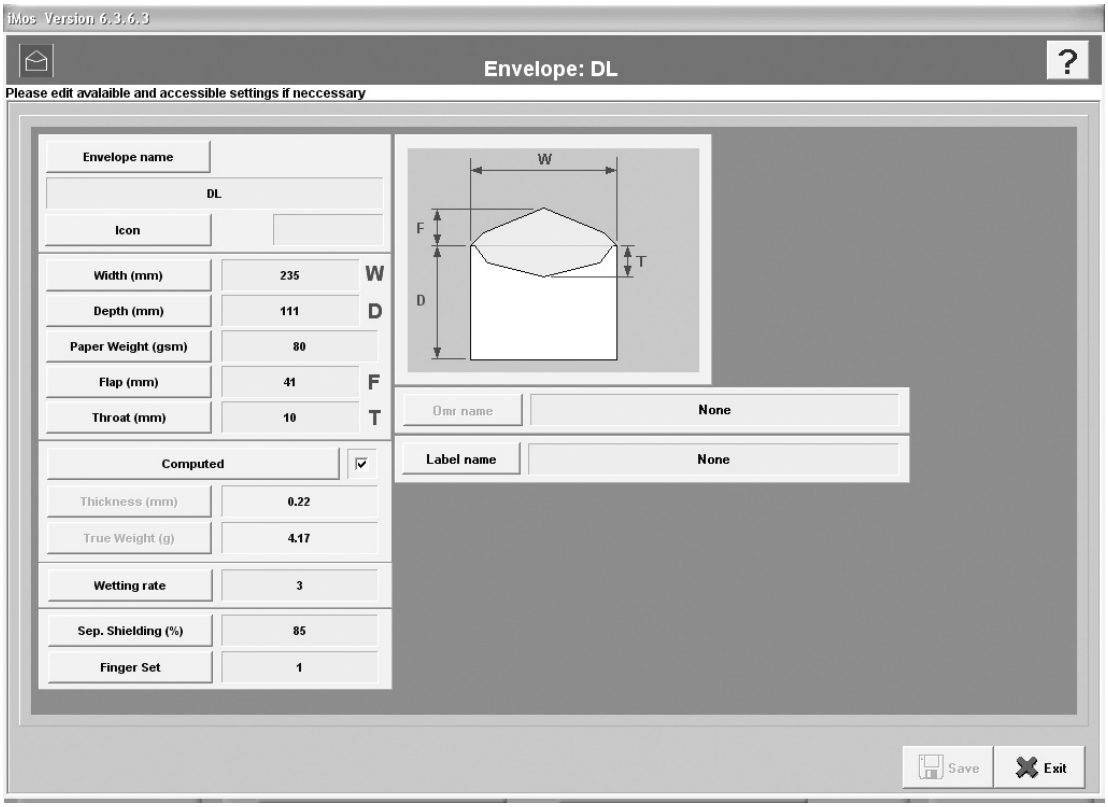
Feeders: Allows a substitute feeder to be used instead of the selected one, eg. if feeder 1 in the 'Actual' column were set in the table to feeder 3, a select feed character set to feeder 1 would feed from 3 instead. If more than one substitute is set in the 'Additional' columns, all of them will feed, as well as the actual.

Diverters: Allows the substitution of any divert unit on the machine for any other. Sheet divert 1 is the lower tray, output divert 1 is closest to machine.
To delete all substitutions, select 'Clear all'.

Important: Any substitutions set in any Barcode/Label or OMR setup will apply to *all* jobs that use any Barcode/Label or OMR setup, even if no substitutions have been set in another setup.

After making any changes, click the **Save** button at the bottom of the screen, and then the **Exit** button to return to the list box.

5.6 The Envelopes Screen



From this screen you can edit the Envelope setup that was selected in the list box (see page 25) or click on 'New' if creating a new setup. The setup name and all envelope parameters can be changed as required.

Editing the setup name.

Click on **Name** and edit the name as required, either by typing it or by using the on-screen keyboard. Any changes made here will be reflected in the Documents list box when the Documents screen is saved and exited. **Warning! Do not edit the name for an Envelope currently used in any configuration. If you do, the factory default document 'DL' will be used instead.**

Editing the settings.

Icon: Select the icon from a preset list - this icon that will then appear in the graphic on the Configuration screen (see page 34).

Width/Depth/Paper Weight/Flap/Throat: Click on the appropriate button and enter the required setting for the envelope's width, depth, weight (in the units shown), flap length and throat depth - see also **Thickness** below.

Thickness: If the envelope is of very thick material or of unknown weight, click the 'Computed' button to uncheck the box, and then click the 'Thickness' button. Enter the required figure in mm. Note that if this function is used **Paper Weight** above will not be active.

True Weight: This shows the weight of the envelope in the units shown, and is linked to **Thickness** described on the previous page. To enter a known weight, click the 'Computed' button to uncheck the box, and then click the 'True Weight' button. Enter the required figure in the

units shown. Note that if this function is used **Paper Weight** will not be active. The true weight need only be entered if Postage Rates are being used (see page 41).

Amount of wetting required: Different envelope types may require a greater or lesser amount of wetting for an effective seal. If you wish to change from the default setting of 3, click the appropriate button where setting 1 is the least, 4 is the greatest.

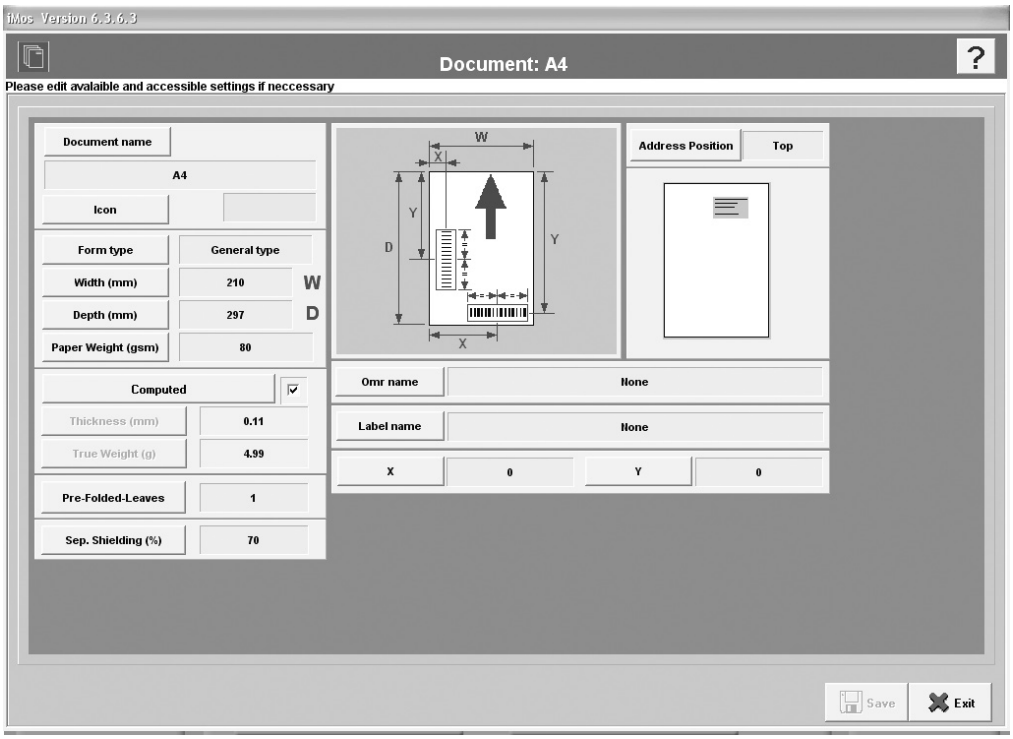
Shield Setting: This allows adjustment of the separator shield and may also be fine adjusted in the inserter or feed unit setup in the Run screen (see page 17). Note that the nominal shield setting is automatically set by the operating software.
The shield setting controls the amount of shielding over the lower pickup wheel, and should not normally require adjustment. However, if stream-feeding or erratic double feeds occur, try moving the shield back (ie. a smaller percentage of shielding). If envelopes are not properly picking up, move it forward. Note that the shield cannot move back to less than 70% of full shielding.

Finger Set: This defines the finger set to be used for the envelope. Different finger sets are available to suit specific envelopes: when changing to a job which required a different finger set, the operator will be alerted to which one to fit.

OMR Name: This function is not available for envelopes.
Label Name: Click this button if you are using barcodes or other labels for verification checking at output, then click the **Name** button and select a label setup (see page 28 for defining barcode setups). Note that the label can be printed either on the document (for reading through the window), or on the envelope.

When all editing is complete, click the **Save** button at the bottom of the screen, and then the **Exit** button to return to the list box.

5.7 The Documents Screen



From this screen you can edit the Form/Insert setup that was selected in the list box (see page 24) or click on 'New' if creating a new setup. The setup name you are required to enter and all form or insert parameters can be changed as required.

Editing the setup name.

Click on **Name** and edit the name as required, either by typing it or by using the on-screen keyboard. Any changes made here will be reflected in the Documents list box when the above screen is saved and exited.

Warning! Do not edit the name for a Document currently used in any configuration. If you do, the factory default document 'A4' will be used instead.

Editing the settings.

Icon: Select the icon from a preset list - this icon that will then appear in the graphic on the Configuration screen (see page 34).

Form Type: Select from General type/Form/Insert. A Form must be loaded on a folder or collator; an Insert must be loaded on a feeder; General type can be loaded on either. If the wrong form type is selected, an error will be displayed when the machine is run.

Width/Depth/Paper Weight: Click on the appropriate button and enter the required setting for the form or insert width, depth and weight (in the units shown) - see also **Thickness & True Weight** on the following page.

Thickness: If the insert is a booklet or other thick material, click the 'Computed' button to uncheck the box, and then click the 'Thickness' button. Enter the required figure in mm. Note that if this function is used **Paper Weight** will not be active.

True Weight: This shows the weight of the document or insert in the units shown, and is linked to **Thickness** above. To enter a known weight, click the 'Computed' button to uncheck the box, and then click the 'True Weight' button. Enter the required figure in the units shown. Note that if this function is used **Paper Weight** will not be active. The true weight need only be entered if Postage Rates are being used (see page 41).

Pre-Folded Leaves: If the insert consists of more than one leaf (eg. a 'Z' folded flyer), click the button and enter the number of leaves.

Sep. Shielding: This allows fine adjustment of the shield setting for the document and is duplicated in the document inserter setup in the Run screen (see page 19). Click the 'Sep. Shielding' button to use. Note that the nominal shield setting is automatically set by the operating software.

The shield setting controls the amount of shielding over the lower pick-up wheel, and should not normally require adjustment. However, if stream-feeding or erratic double feeds occur, try moving the shield back (ie. a smaller percentage of shielding). If documents are not properly picking up, move it forward. Note that the shield cannot move back to less than 70% of full shielding.

OMR Name: Click this button if you are using OMR, then click the **Name** button and select an OMR setup (see page 26 for defining OMR setups).

Label Name: Click this button if you are using barcodes or other labels, then click the **Name** button and select a label setup (see page 28 for defining barcode setups).

X & Y: If you are using OMR marks or barcode labels, enter these dimensions as shown on the graphic.

Document Address: If this is the address document, click the 'Address Position' button and select the position that best describes the location of the address - this will be used by the software to determine the type of fold and orientation of stationery. Note that the left/right location of the address is not stated, as this will be determined by the printed address matching the lateral position of the envelope window. If it is not the address document, click 'None'.

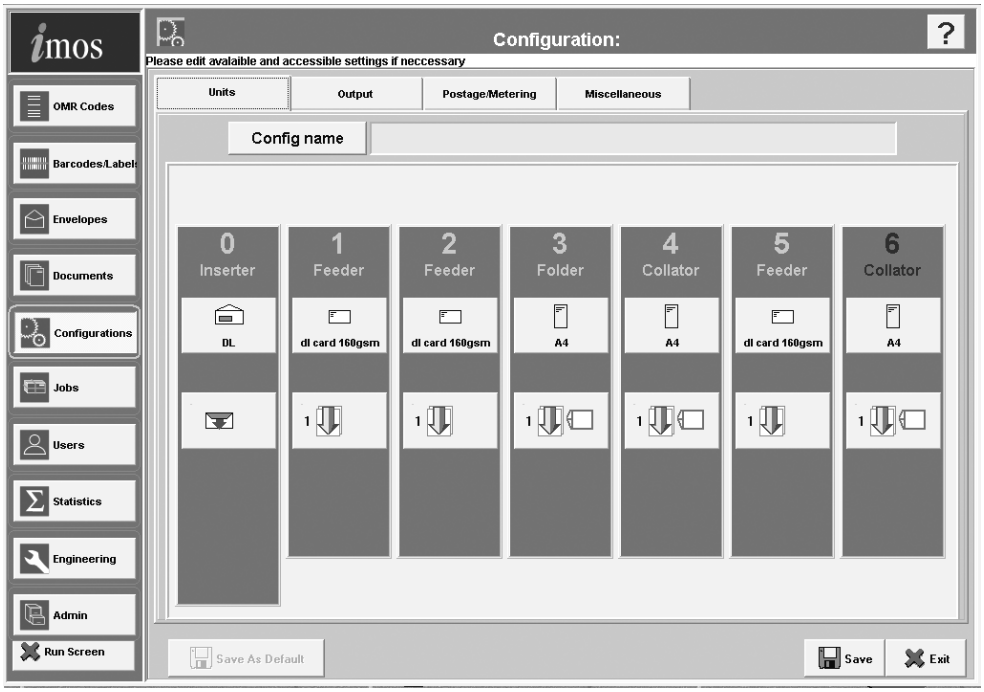
When all editing is complete, click the **Save** button at the bottom of the screen, and then the **Exit** button to return to the list box.

Notes:

1. Minimum document width in the pack (including inserts) must be no smaller than the maximum document width by more than the following: Minimum document width = (Maximum document width/2) + 58mm. eg. if maximum document = 210mm, minimum document width = (210/2) + 58 = 163mm minimum.

2. If inserts (including folded documents) vary in depth by more than 8mm, the machine will automatically enter 'Short on Long' which adjusts the shuttle pawls to act as side guides. This will slow the machine operating speed slightly. The station with the shortest insert depth should be sited closest to the insert area.

5.8 The Configuration Screen

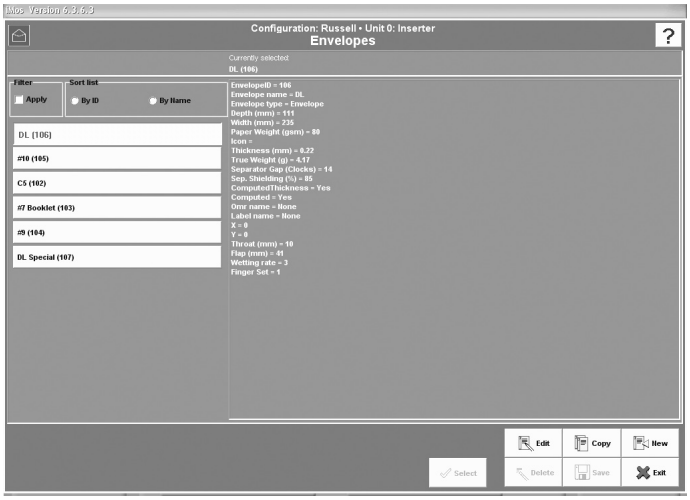


From this screen you edit configurations that were created in the List Box after clicking the 'Configuration' button in the Setup screen (see page 23) or click on 'New' if creating a new configuration. A configuration applies the settings to be used for the envelope inserter and all the stations fitted, which is then associated with a Job (see page 45). You can rename a new configuration by clicking on the **Name** button and editing as required, either by typing or by using the on-screen keyboard. **Warning! Do not change the name of an existing configuration that is associated with a current job. If you do, the factory configuration 'Default Config' will be substituted.**

5.8.1 Configuring the inserter.

Click the upper icon on the 'Inserter' part of the graphic. This displays the list of available envelopes to allow you to select one (see page 30 for creating Envelopes).

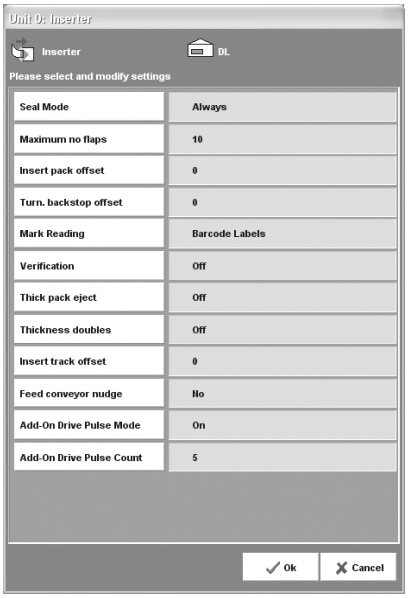
Select the required envelope and click 'Select'. **Note:** This is the same Envelopes screen as described on page 30. You could also edit the envelope from here if required.



☞ ***Note: An error will occur if an envelope that is used in any configuration has been deleted from the list box in the Setup screen (see page 23).***

5.8.2 Setting the inserter options for the Inserter unit

Click on the bottom section of the Inserter, and the following dialog box appears:



Seal Mode: Options are Off / Always / Unseal OMR Select / Unseal Errors / No envelopes. Errors means that the envelope will normally seal, but if any operating fault occurs in the insertion cycle, the envelope will not be sealed, allowing the operator to inspect the contents.

Maximum no flaps: Sets the maximum number of consecutive envelopes whose flaps do not open before the machine stops to allow the reason to be investigated. This can be used to provide an error check that the envelopes were not loaded the wrong way round, for example.

Insert pack offset: This adjusts the side-to-side location of the insert pack in the envelope. Use if the insert pack is too far over to one side. **Note:** this setting will apply to this unit for this configuration only.

Turnover backstop offset: This adjusts the position of the backstop under the turnover. Use if the envelope flap is not properly positioned in the wetter. **Note:** this setting will apply to this unit for this configuration only.

Mark Reading: Only available if output verification is used. Select what is being read to verify.

Verification: Options are On / Off.

Thick pack Eject: Set to 'On' if heavy packs are being fed. This briefly slows eject conveyor before pawl contact to prevent damage to pack edge.

Thickness doubles: Set to 'off' if envelopes of unusual thickness are used and false doubles readings may occur.

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Insert track offset: Use if the width of the insert track is too shallow or deep to accommodate the insert pack. **Note:** this setting will apply to this unit for this configuration only.

Feed conveyor nudge: Causes feeder conveyor to nudge forward if envelope does not feed immediately.

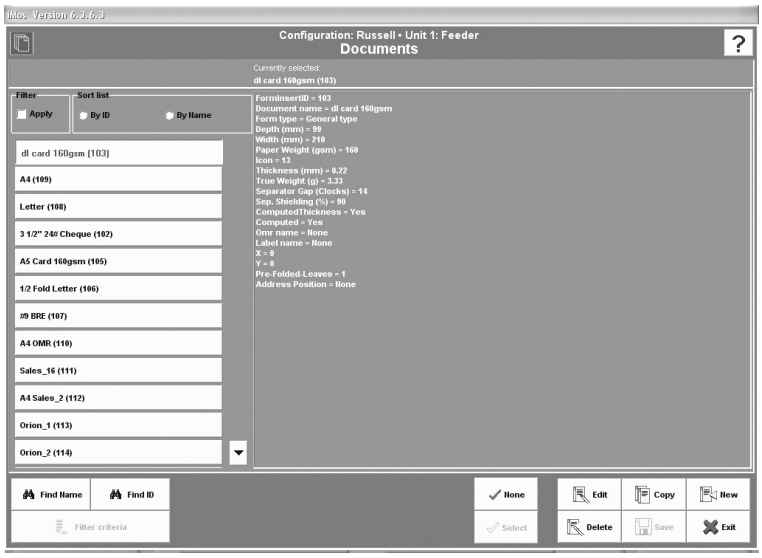
Add-on drive pulse mode: Defines if the add-on drive will pulse after a set number of envelopes Pulse is 50ms duration and assists shingling of envelopes into the separator.

Add-on drive pulse count: Defines number of envelopes if option above is ON. Default is 5, range is 3 - 20.

5.8.3 Setting the document options for the Feed unit

Click the upper icon on one of the numbered Units (if the machine has more than 6 stations, use the scroll arrows to move sideways). This displays the list of available documents to allow you to select one (see page 32 for creating documents). If the list is long, a 'Find' box will appear to enable you to search the list using keywords. If more than one incidence of the search result occurs, the 'Next' and 'Previous' buttons will be active.

Select the required document and click 'Select'. Select 'None' if the station is not to be used. **Note:** This is the same Documents screen as described on page 32. You could also edit the document from here if required.

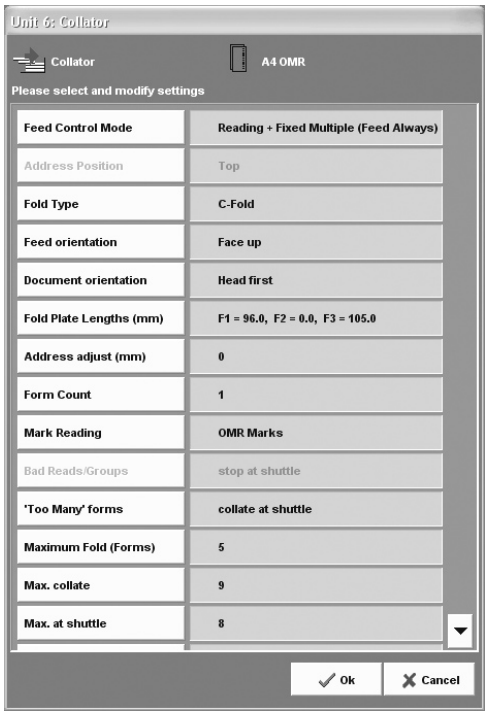


☞ ***Note: An error will occur if a document that is used in any configuration has been deleted from the list box in the Setup screen (see page 25).***

5.8.4 Setting the feed options for the Feed unit

Click on the lower icon of the numbered feed unit, and the following dialog box appears:

☞ ***Note that the options in the dialog box may vary from those shown, depending on whether the unit is a feeder, folder or collator. Collator is shown.***



Feed Control Mode: Options are: Off / Feed Always / Mark Selects / Mark Reading with Multiples.

Fold Type: Select from a preset list of standard fold types, and also 'custom fold' for non-standard sizes (folder only).

Feed Orientation: Options are: Not important / Face up / Face Down.

Document Orientation: Options are: Not important / Head first / Feet first.

Fold Plate Lengths (mm): The 3 lengths refer to the lengths of the 3 fold plates in the folder unit (folder only).

Address adjust: If address is too high or low in window, use positive numbers to move it up, negative to move it down.

Form Count: Only available if 'Mark reading' is Off. If multiple forms are required, set this to the required quantity, up to 13. **Note:** ensure that the maximum fold capacity is not exceeded.

Mark Reading: Only available if unit is OMR/Barcode. Options are: Off / OMR / Barcode labels / Simulate OMR / Simulate Label / 2D (Quadras) / OCR/RD (Camera) / OMR in Cutter / OMR (Raster) / OMR (Camera) / 2D (Hi-Res Camera).

Bad Reads/Groups: Not available if 'Too Many' forms is 'collate at shuttle'. Select location for bad reads to be diverted or held. (If unit is OMR Folder, this will be read-only on 'Stop at shuttle', the only possibility).

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'Too Many' forms: (Collator only). Set the required activity if forms exceed the quantity set in 'Max Folds' below.

Max. Fold (forms): (Collator only). Set the number at which 'Too many' forms will be triggered.

Max collate: (Collator only). Set the max. number to collate for folding together. If the group then exceeds this number, it will be split into separate packs before passing onto the track for inserting.

Max at shuttle: Only available if 'Too Many' forms is 'collate at shuttle'. Select number of forms allowed to collate at shuttle before error is flagged indicating hand removal required.

Unit Speed: (Collator only). Allows unit to run faster than other units. Use for large group sizes that will take longer to collate.

Sensitive Doubles: Options are: Off / On. When set to On, operator will be forced to remove all paper from a unit if a double document is detected, and then reload it, thus ensuring that possibly faulty paper loading is fully corrected.

Mixed Doubles: Allows different paper thicknesses in an OMR or barcode group to all be doubles detected.

Thickness Doubles: Set to 'Off' if documents of unusual thickness are used and false doubles readings may occur.

Insert track offset: Use if the width of the insert track is too shallow or deep to accommodate the insert pack. **Note:** this setting will apply to this unit for this configuration only.

Lower empty tray: If selected, automatically lowers feeder tray when empty to save time when reloading (Hi-Cap folder or collator only).

Raise loaded tray: If selected, automatically raises the filled tray as soon as the cover is closed (Hi-Cap folder or collator only).

Dual on-line mode: (Only available when 2-up cutter is fitted). Designates the priority of paper feeding into a cutter (note: Tractor 1 is top, Tractor 2 is bottom). Default is '2-up Tractor 2' where LH run of paper (viewed from behind) loads into bottom tractor and feeds first. '2-up Tractor 1' reverses this, so paper is loaded the same, but RH run of paper in top tractor feeds first. '1-up Tractor 1' is for 1-up paper used in a 2-up cutter feeding into top tractor. '1-up Tractor 2' is not currently available.

Cutter job number: (Only available when 1-up or 2-up cutter is fitted). Preselects one of the cutter's 20 programmes. Default is 12.

Autoread head Job Name & Camera Number: (Only available when Autoread camera is selected in Engineering). This Job Name and Camera Number accords with that set in camera software and uses co-ordinate data for OMR/barcode that was input in 'Documents'.

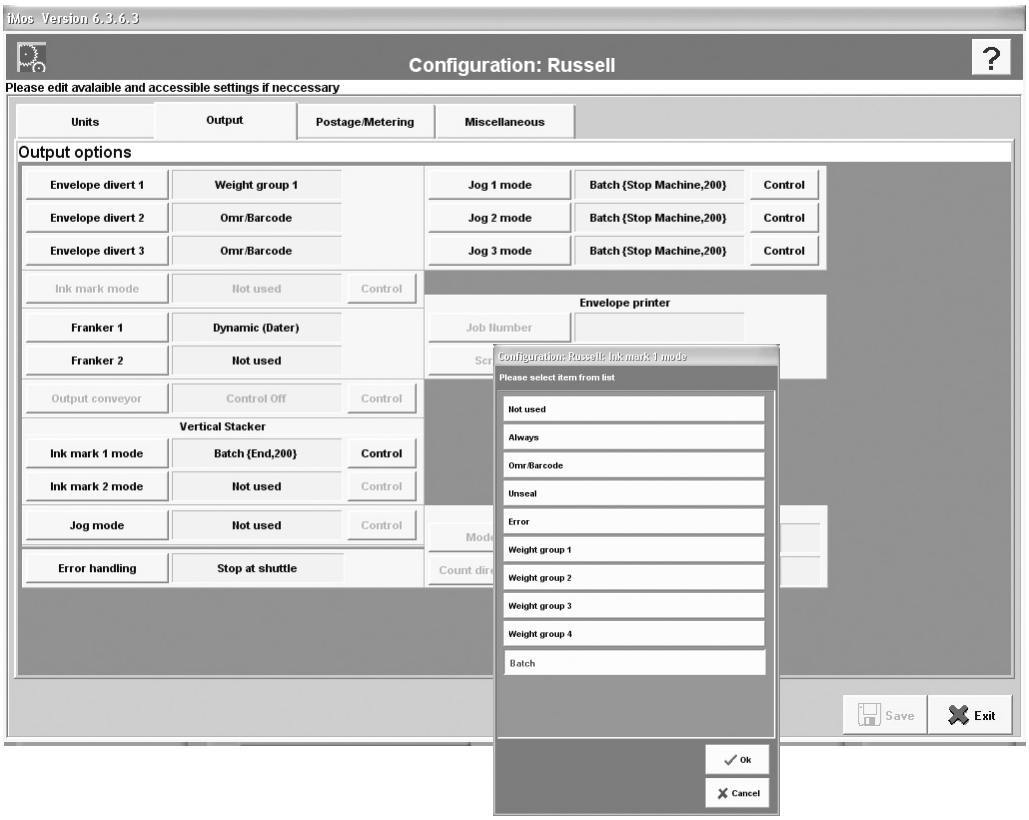
Datalogging: Set to ON if datalogging is used.

☞ **After clicking 'OK', you will notice that the icon on the machine graphic will reflect your settings.**

5.8.5 Setting the output options

Ensure that the **Output** tab in the configuration screen is selected. This section allows you to setup the operation mode of output processors, conveyors, franker interface and ink marker (when these are fitted).

☞ ***Only where units are fitted will setting buttons be active.***



Setting the envelope diverts and bag or conveyor

The Envelope Divert button controls the way that the output processor is used. For divert conveyors, the Mode button controls the way that the jog function operates. ('Jog' allows the filled envelopes to be ejected on the conveyor over to one side of it, instead of centrally). For mailbags, the Mode button controls whether batching is used - see the following page for details of batching.

The setting options for divert conveyors or mailbags are shown above. Note that if 'OMR/Barcode' or 'Unseal' are selected, these will only work if the relevant marks have been printed. If 'Not used' is selected, the mark will be ignored, even when printed. If 'Error' is selected, this will divert only items that have previously flagged an error of any kind. The 'Weight Groups' apply to the weight settings made in the 'Postage' tab of this screen (see previous page for details). For 'Batch', see following page.

➔

Franker Interface

If a single or dual Franker Interface is fitted, select the required usage from Not used, Always, OMR/Barcode or the required weight group (these apply to the weight settings made in the 'Postage' tab of this screen.

Vertical Stacker

For Vertical Stackers with ink markers, select the required mode as for options for conveyors/mailbags shown on the previous page, except batching is also available from here (see below). 'Control' is only available if the mode is OMR/Barcode, Error or batch; for OMR/Barcode and error, select from None, Stop machine, Flag warning or Delay. For batch, select from Toggle or End (see below).

Error handling

Select whether errors should cause the machine to stop with the error on the track at the shuttle, or at the output (ie, either on the conveyor/stacker or diverted to a divert unit (where fitted).

Output sequence

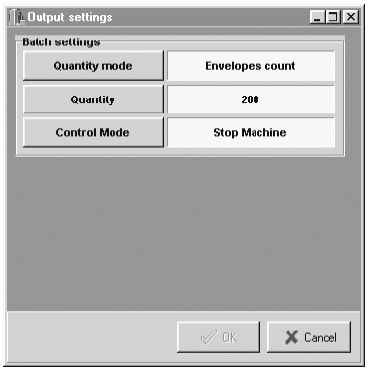
Applies only if a TQM Output Processing Device is fitted. If so, contact Technical Support for details.

Envelope printer

Available only if an envelope printer is fitted. The job name applies to the Flexmail project that the printer is using and which the software will use when running the machine. The scripting is the Flexmail language used in the project. Options are No printing / Sequential / Database lookup.

Batching

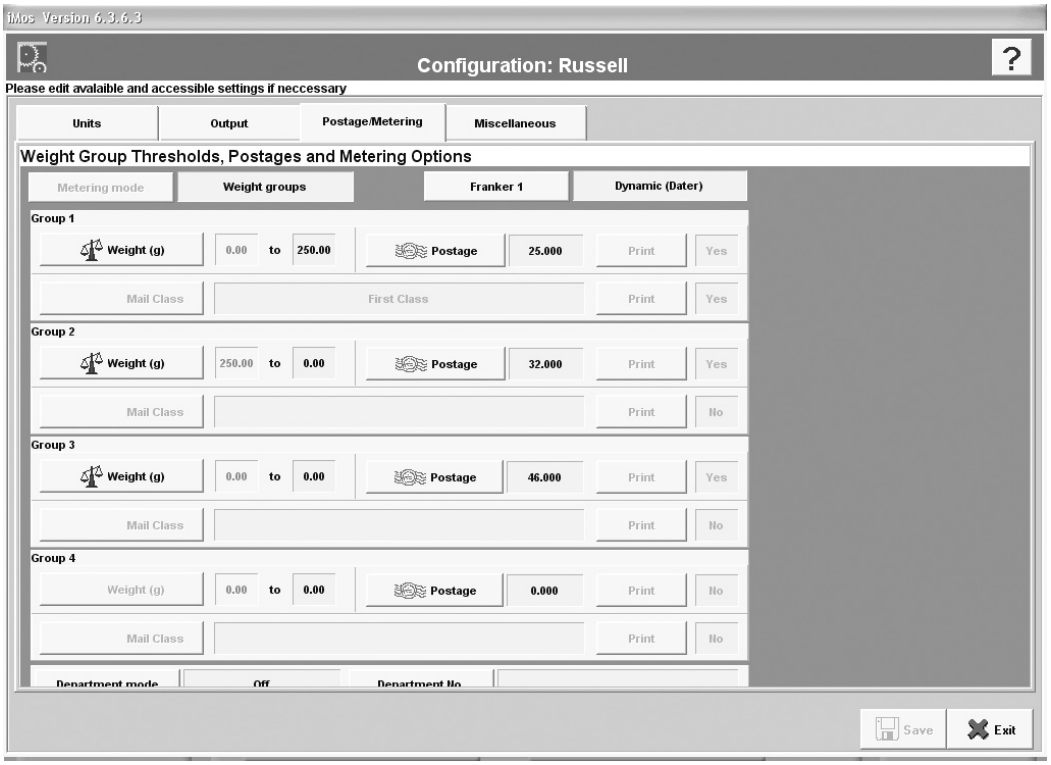
If batching is used, the machine will stop or flag a warning when a predetermined quantity or weight of filled envelopes is reached, and also toggle between batching on or off.
Batching is selected from the Output Conveyor or Vertical Stacker mode buttons shown on the previous page - when selected, the Control button will be active. Click on the button to show the settings box below - note that this will vary depending upon the output device.



Quantity mode' determines whether you are batching on quantity or weight (the latter is particularly useful for mailbags). 'Quantity' sets the number or weight in kg of the batch. 'Control mode' sets the action of the batching - note that 'toggle' will only be available for ink marker and divert conveyors (this is the only control mode for ink marking, and 'stop machine' is the only control mode for output conveyor, hence the button will be dimmed).

5.8.6 Setting the postage options

Ensure that the **Postage** tab in the configuration screen is selected. This section allows you to define weight groups for setting different postage rates. The filled envelopes can then be diverted to different locations, according to the weight range that they fall within. If you will not be using postage rates, these settings can be ignored.



Setting the weight group thresholds

There are four weight groups, each one defining a range with a lower and upper weight, and a postage rate to be set for that range. The upper weight that you set for each group will automatically appear as the lower weight for the following group, enabling an ascending scale of postage rates to be set for the four groups.

To set the threshold for the first group, click the **Weight Group 1** button and enter the upper weight of the range in grams. Press 'Enter'.

Setting the postage rates

To set the postage rate for Group 1, click the **Postage** button, and enter the rate for that group. Press 'Enter'.

Repeat the above steps for the remaining groups (if required).

Note: The weight of the filled envelope is determined by the weight of each inserted document, and the envelope. These are set in the Document and Envelope options in the Setup screen (see pages 30 & 32).

Setting the other postage options

The settings for Metering mode, Franker 1, Mail class and Print will only be available depending upon the type of Franker Interface fitted, and options purchased. A franker manual and setup documents detailing which settings are available with which hardware settings and other options can be obtained from Technical Support department.

Metering Mode: Choose Weight groups or OMR to activate the franker.

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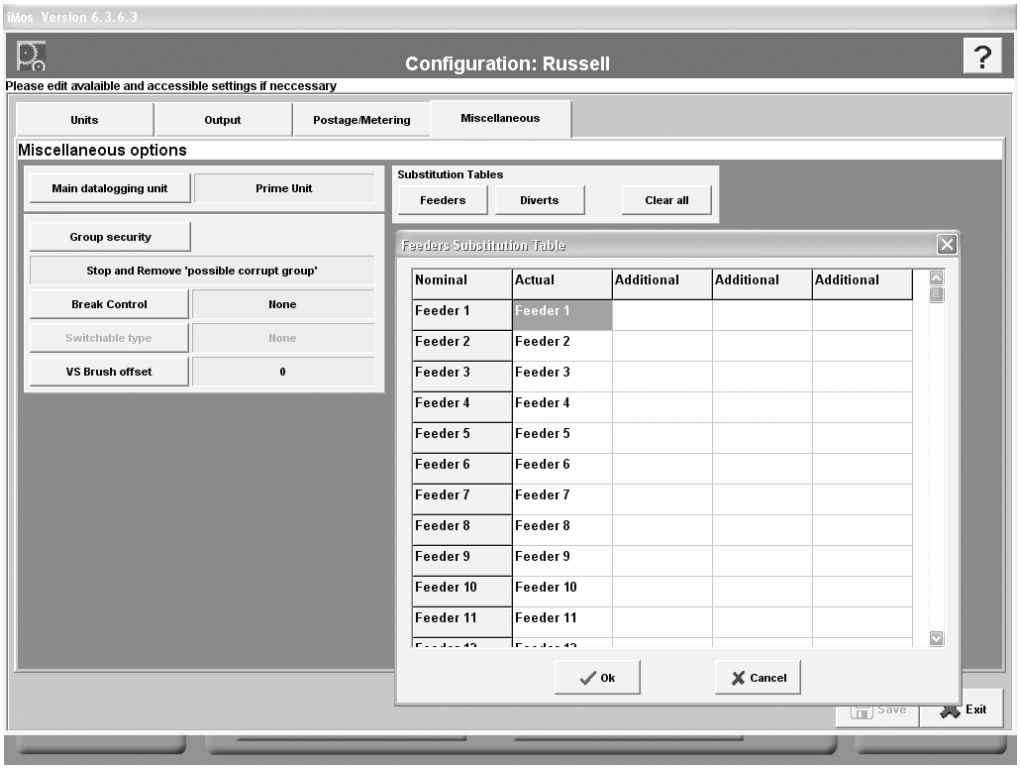
Franker 1: Determines how the franker is to be used. The settings available will depend upon the type of franker interface purchased, ie. Mechanical, Electronic or Dynamic Electronic.

Mail Class: Enter the string of text to be printed on the envelope, eg. First Class, Air Mail etc.

Print: Options are Yes / No. Sets whether the frank and/or Mail Class string is to be printed or not.

5.8.7 Setting the miscellaneous options

The **Miscellaneous** tab in the configuration screen allows you to set substitutions for feeders and diverts, select which unit to record datalogs from (if used) and set a number of other functions.



Setting the datalog unit

If you are using datalogs, set the unit you wish to use to record the log from. By default, this will be the prime unit. See page 49 for further details of datalogs.

Setting substitution units

Substitution Tables

Feeders: Allows a substitute feeder to be used instead of the selected one, eg. if feeder 1 in the 'Actual' column were set in the table to feeder 3, a select feed character set to feeder 1 would feed from 3 instead. If more than one substitute is set in the 'Additional' columns, all of them will feed, as well as the actual.

Diverters: Allows the substitution of any divert unit on the machine for any other. Sheet divert 1 is the lower tray, output divert 1 is closest to machine.
To delete all substitutions, select 'Clear all'.

Important: Any substitutions set in the Configuration setup will apply to only to the jobs that use that configuration (usually a single job only).

Group security

Determines the action when a possible corrupt group occurs (eg. if a crash has occurred, the group will be corrupted) and applies when no diverter is fitted or in use. Options are Stop & remove (at shuttle); Stop & warn; Ignore.

Break control

Determines the action when a break is read, ie a change in the barcode start character/length as defined in the 'break' barcode character (see page 28 for defining barcodes or labels). Options are: None; Autoend; Halt; Unseal; Ink mark 1/Jog; Ink mark 2/Conveyor

➔

(note that the action subsequently taken for ink mark 1/ jog or ink mark 2/conveyor will depend upon settings in the 'Output' tab (see page 39).

Switchable type

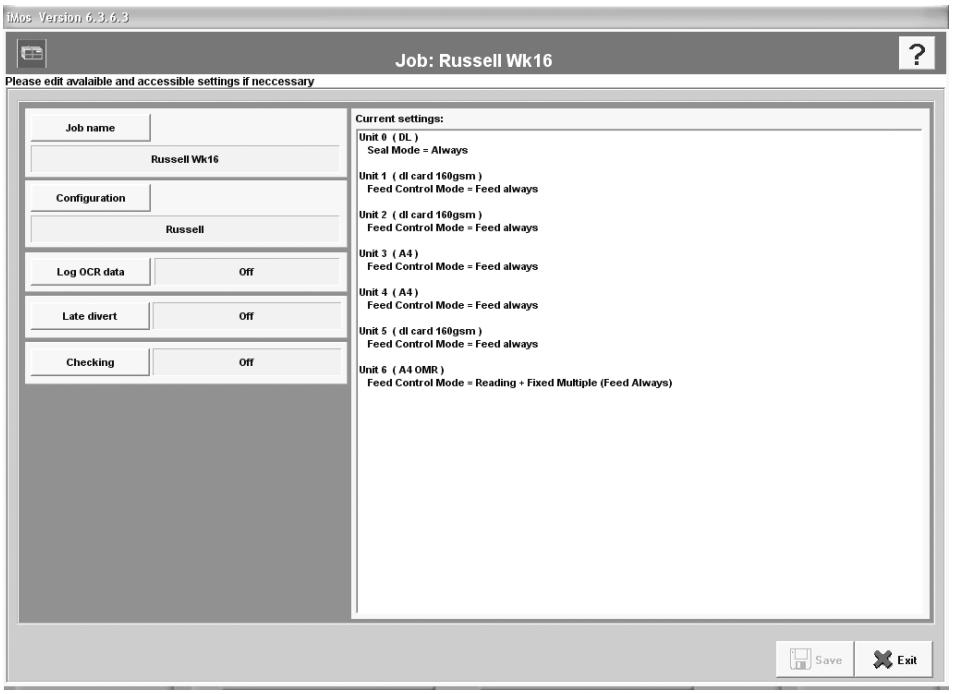
Only available if E1564AA switchable Hi-cap/On-line collator is fitted. Define whether the unit being used is a Hi-cap or on-line cutter type.

VS brush offset

Only available if a Vertical Stacker is fitted. Controls the height of the rotary brush to increase or reduce brushing action. 0-15 possible, default is 0. Higher numbers raise brush.

After making any changes, click the **Save** button at the bottom of the screen, and then the **Exit** button to return to the list box.

5.9 The Job Screen



From this screen you can edit the job that was selected in the list box (see page 25), or click on 'New' if creating a new job. The job name can be changed and/or a different configuration associated with it. A job can only run when a configuration is associated with it.

Editing the job name.

Click on **Job Name** and edit the job name as required, either by typing it or by using the on-screen keyboard. Any changes made here will be reflected in the Job list box when the Job screen is saved and exited.

Selecting a configuration.

Click on **Configuration** and select an existing one from the list, if any. To create a new configuration, see 'The Configuration Screen' on page 34.

Note: A configuration can be associated with as many jobs as you wish.

Logging OCR data

Click on **Log OCR data** if you are using an OCR scanner in the Output Processor and need to log the data gathered. Select 'On (CommPort)' if you wish to log data via the PC port. Select 'Display verification read' to display data on the Run screen as well as log to file. The file will be stored in the Data\DataLogs directory on the hard disk, and will take the format ocr_<Jobname>_<Date>.txt ('ocr' will vary for different data types).

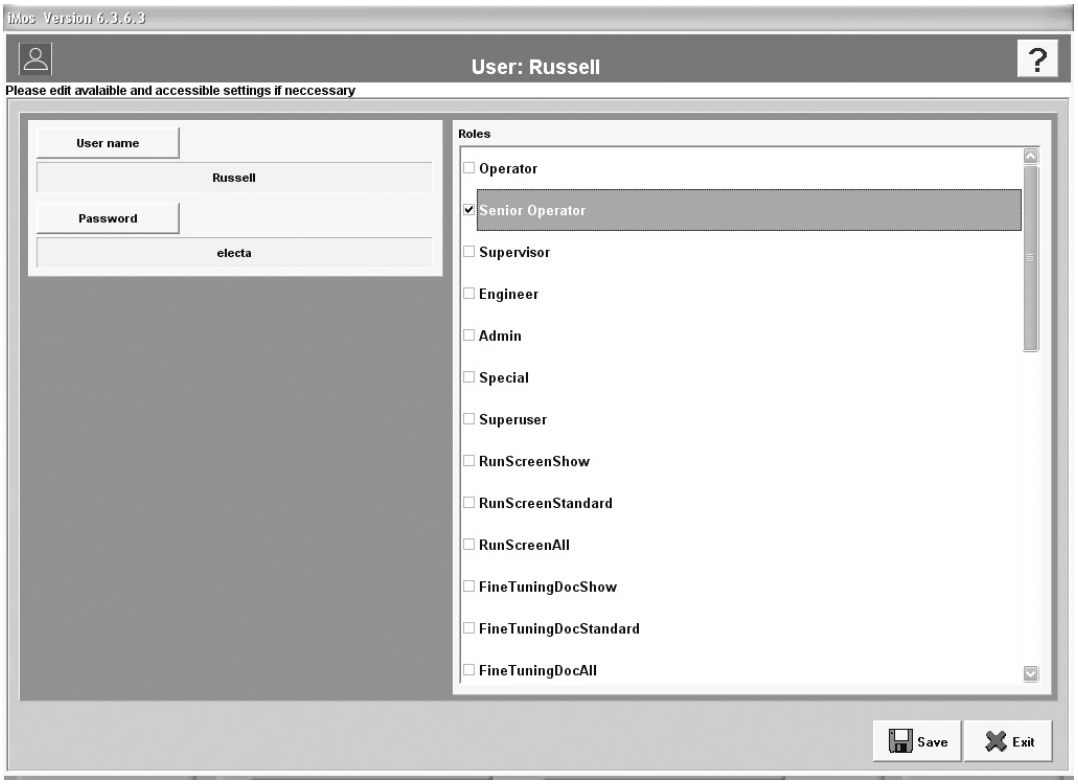
Late divert

Set this to 'Yes' to use customer's own data file to divert using the ID field label instead of the Divert BCS Character. Set to 'On' to divert for this job only, or set to 'All' to divert on occurrence of label in any job. Note that the Divert BCS character can also be used in conjunction with ID field label.

Checking

Select 'Checker required' if a job is to be setup that requires both user and checker to log in before machine can be started. A 'Checker' status user can be set up in the 'Users' screen (see following page).

5.10 The Users Screen



From this screen you can edit the user that was selected in the list box (see page 25), or click on 'New' if creating a new user. The user name you entered, password and access levels can be changed.

Editing the password.

Click on **Password** and edit the password as required, either by typing it or by using the on-screen keyboard. This is the password that must be entered when the operator is selected from the Run screen. **Note:** the password is case-sensitive.

Editing the user name.

Click on **User name** and edit the name as required, either by typing it or by using the on-screen keyboard. Any changes made here will be reflected in the Operator list box when the User screen is saved and exited.

Setting the roles

Check the boxes as required to set the roles (access levels) that are to be allocated the user. To provide access to all roles, select 'Superuser'.

For further explanation of the roles, contact Technical Support.

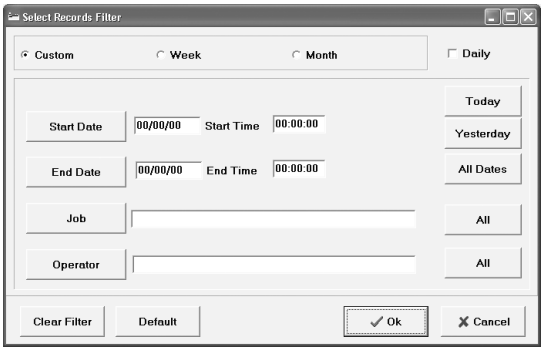
After making any changes, click the **Save** button at the bottom of the screen, and then the **Exit** button to return to the list box.

5.11 The Statistics Screen

From this screen you can view information for each event that took place for every job run to date, back to the last archive (see page 48 for details of archives). Press 'Show event data' to display information for all jobs/dates. Now filter out data relevant only to what you wish to know, as described below:

5.11.1 Filter

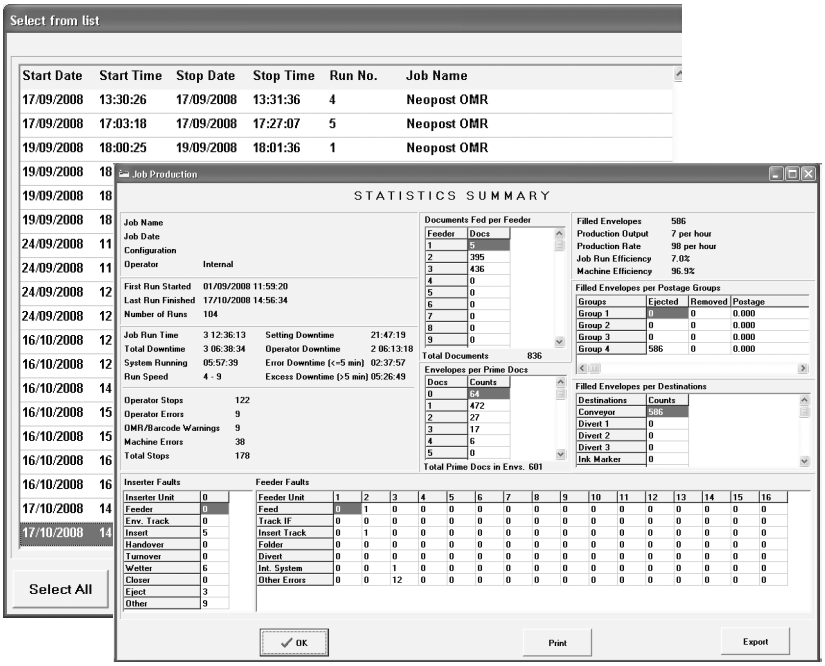
Press the 'Filter' button and set the filter criteria by date, and also by specific job and/or operator, if required (by default, all jobs and operators will be assumed). Start and end dates and times will only be available if 'Custom' is selected.



When the required criteria have been set, select OK. You can now view a summary of this information, as described on the following page:

5.11.2 View Summary

Press the 'Summary' button to view the filtered data. Note that only valid events will be shown, ie. those that involved documents being fed (a machine configuration event, for example, would not be shown).



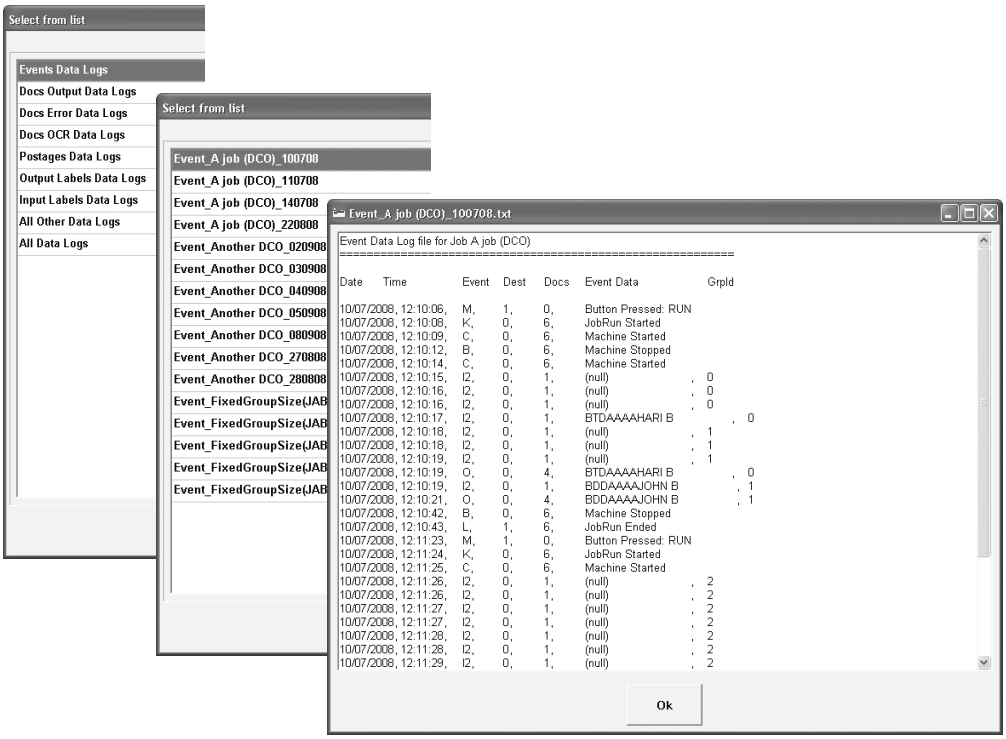
Select an event and press 'OK' to view the summary, as shown above. Note that you can also select more than one event by selecting the first in a range, holding down the shift key and then selecting the last in the range. Alternatively, all events can be selected by pressing the 'Select All' button.
If a printer is connected, the summary can be printed by pressing the 'Print' button. The data will be collated and printed in portrait format.

5.11.3 Current & Previous sessions

Press the 'Current' button to view only the events that have occurred since last logging on. The 'Previous' button shows events up to the last new logon. If a new archive is opened (see page 50), the 'Previous' button will restore the events that were displayed prior to its opening.

5.11.4 Data Logs

Data Logs are created automatically whenever the machine is run. A separate log is created for Events, Document Outputs, Errors, OCR data (where applicable, Postage and Others (as yet undefined). These are text files and are named according to their type, followed by the jobname and date (see example below). If a job is finished, then returned to later, the same log files will be added to, even if another job had been run between the two runs.
To view the logs, press the 'Data Log' button and select the required log, as shown below:


Select from list
Events Data Logs
Docs Output Data Logs
Docs Error Data Logs
Docs OCR Data Logs
Postages Data Logs
Output Labels Data Logs
Input Labels Data Logs
All Other Data Logs
All Data Logs
Select from list
Event_A job (DCO)_100708
Event_A job (DCO)_110708
Event_A job (DCO)_140708
Event_A job (DCO)_220808
Event_Another DCO_020908
Event_Another DCO_030908
Event_Another DCO_040908
Event_Another DCO_050908
Event_Another DCO_080908
Event_Another DCO_270808
Event_Another DCO_280808
Event_FixedGroupSize(JAB
Event_FixedGroupSize(JAB
Event_FixedGroupSize(JAB
Event_FixedGroupSize(JAB
Event_FixedGroupSize(JAB
Event_A job (DCO)_100708.txt
Event Data Log file for Job A job (DCO)
Date Time Event Dest Docs Event Data GrpId
10/07/2008, 12:10:06, M, 1, 0, Button Pressed: RUN
10/07/2008, 12:10:08, K, 0, 6, JobRun Started
10/07/2008, 12:10:09, C, 0, 6, Machine Started
10/07/2008, 12:10:12, B, 0, 6, Machine Stopped
10/07/2008, 12:10:14, C, 0, 6, Machine Started
10/07/2008, 12:10:15, I2, 0, 1, (null) , 0
10/07/2008, 12:10:16, I2, 0, 1, (null) , 0
10/07/2008, 12:10:16, I2, 0, 1, (null) , 0
10/07/2008, 12:10:17, I2, 0, 1, BTDAAAAHARI B , 0
10/07/2008, 12:10:18, I2, 0, 1, (null) , 1
10/07/2008, 12:10:18, I2, 0, 1, (null) , 1
10/07/2008, 12:10:19, I2, 0, 1, (null) , 1
10/07/2008, 12:10:19, O, 0, 4, BTDAAAAHARI B , 0
10/07/2008, 12:10:19, I2, 0, 1, BDDAAAAJOHN B , 1
10/07/2008, 12:10:21, O, 0, 4, BDDAAAAJOHN B , 1
10/07/2008, 12:10:42, B, 0, 6, Machine Stopped
10/07/2008, 12:10:43, L, 1, 6, JobRun Ended
10/07/2008, 12:11:23, M, 1, 0, Button Pressed: RUN
10/07/2008, 12:11:24, K, 0, 6, JobRun Started
10/07/2008, 12:11:25, C, 0, 6, Machine Started
10/07/2008, 12:11:26, I2, 0, 1, (null) , 2
10/07/2008, 12:11:26, I2, 0, 1, (null) , 2
10/07/2008, 12:11:27, I2, 0, 1, (null) , 2
10/07/2008, 12:11:27, I2, 0, 1, (null) , 2
10/07/2008, 12:11:28, I2, 0, 1, (null) , 2
10/07/2008, 12:11:28, I2, 0, 1, (null) , 2
10/07/2008, 12:11:29, I2, 0, 1, (null) , 2
Ok

Points to note

1. Data is logged using only the barcode characters selected in the Barcode screen (see page 28). This can be all of the characters.

2. Data Log files are created on the computer disk in the following location:

   C:\Program Files\Pfe\Automailer 5\Data\DataLogs

For full details of analysing Data Logs, see document 'Data Log Specification'.

5.11.5 Open Archive

Select 'Open Archive' on the Statistics Diagnostics screen to display the details of archived sessions, selected by date. Archives are automatically created for each session and are identified by date and edition (a session ends when you Autoend a job). Archives are stored on this basis for the current and previous month. At the end of the current month, all session archives for the previous month are collected into one archive and named as that month and the year. For example, on the first day of June, all session archives for April will be collected into a single archive named 'Apr', followed by the year. Archives are stored on the PC of the machine at:

C:\Program Files\Pfe\Automailer 5\Data\Archives*.DB

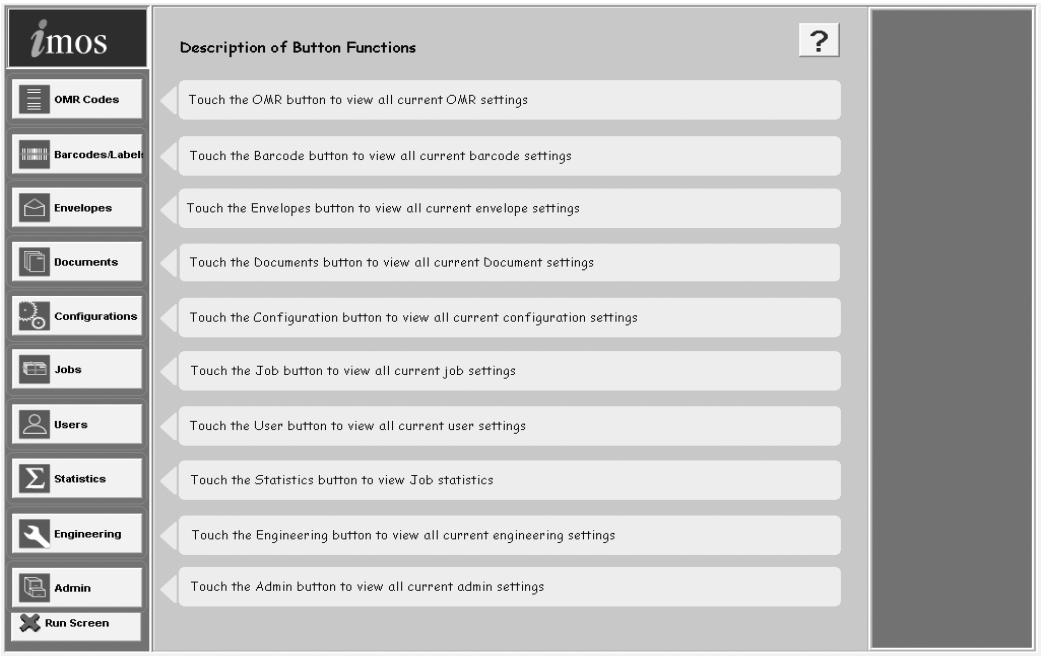
☞ ***Daily archives are shown - see text below for archive format.***

Archives are created daily (in the format mmddyy_n, where n is the edition number of the same date), for faults (in the format F_ mmddyy_n) and monthly (in the format Mmm_yyyy).

'All Other Archives' refers to any older or legacy archives remaining on the PC that may be required for later examination.

'All Archives' provides access to all of the above, shown in one list.

6. RUNNING THE JOB


imos
Description of Button Functions
?
OMR Codes
Touch the OMR button to view all current OMR settings
Barcodes/Label
Touch the Barcode button to view all current barcode settings
Envelopes
Touch the Envelopes button to view all current envelope settings
Documents
Touch the Documents button to view all current Document settings
Configurations
Touch the Configuration button to view all current configuration settings
Jobs
Touch the Job button to view all current job settings
Users
Touch the User button to view all current user settings
Statistics
Touch the Statistics button to view Job statistics
Engineering
Touch the Engineering button to view all current engineering settings
Admin
Touch the Admin button to view all current admin settings
Run Screen

Using the Configuration.

Now that you have finished defining a configuration, it can be associated with a Job. Click on **Job** in the Setup screen and select the configuration, as described in 'The Job Screen' on page 45.

Running the Job.

When you have associated the configuration with a Job, click on **Run Screen** in the Setup screen shown above. This will return you to the Run screen, where you can commence operating, as described in 'The Run Screen' on page 14. Before running the job, ensure that the machine is loaded with stationery, and is properly set up - see 'Setting up the Machine' on page 53.

Note: A configuration can be associated with as many jobs as you wish.

Page intentionally left blank

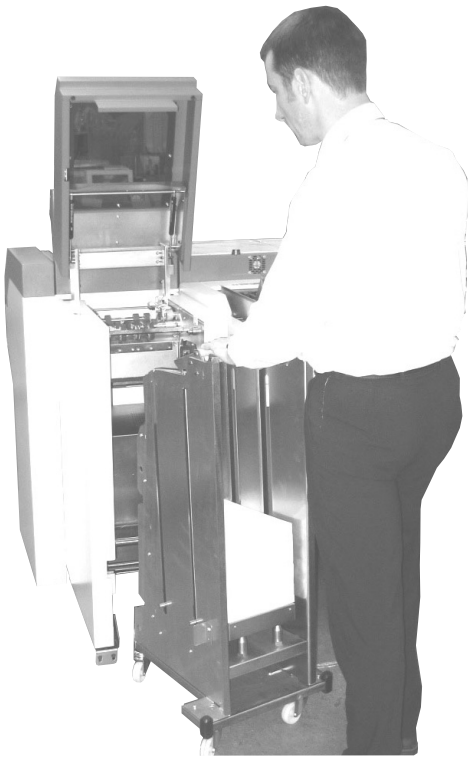
7. SETTING UP THE MACHINE

Before running with your selected Job, the machine must be set up and loaded with the stationery you intend to use. There is no need to make any adjustments for fold lengths, envelope stops etc., as these are all carried out automatically.

7.1 Loading the Folder hoppers.

The folder is fitted with a high-capacity hopper which can be withdrawn from the machine as required.

- Ensure that the documents or inserts are orientated correctly for the type of fold and address position, ie. whether face up or down and address leading or trailing.
- At the rear of the machine, press the tray descend button on top of the unit. Hold it until the tray has descended sufficiently. Load the documents into the hoppers, ensuring they are pushed fully forward - each hopper can hold up to 5000 sheets of 80 gsm paper. The tray will rise automatically when the machine is restarted.
- Each paper hopper can also be withdrawn from the machine by gripping the latch bar, and moving the hopper rearwards on the castors. This will also allow spare, pre-loaded hoppers to be quickly moved into place, so avoiding delays in loading. The hopper has independently adjustable side guides, with three lock knobs for each. These must be set so that the paper stack is central, with approx. 1mm clearance each side all the way up.



☞ ***When a trolley is set for a paper type, it should only be used for that paper type, to avoid readjustment. If other paper types are used, further trolleys should be obtained (Part No. A3199A)***

7.2 Loading the Feeder hoppers.

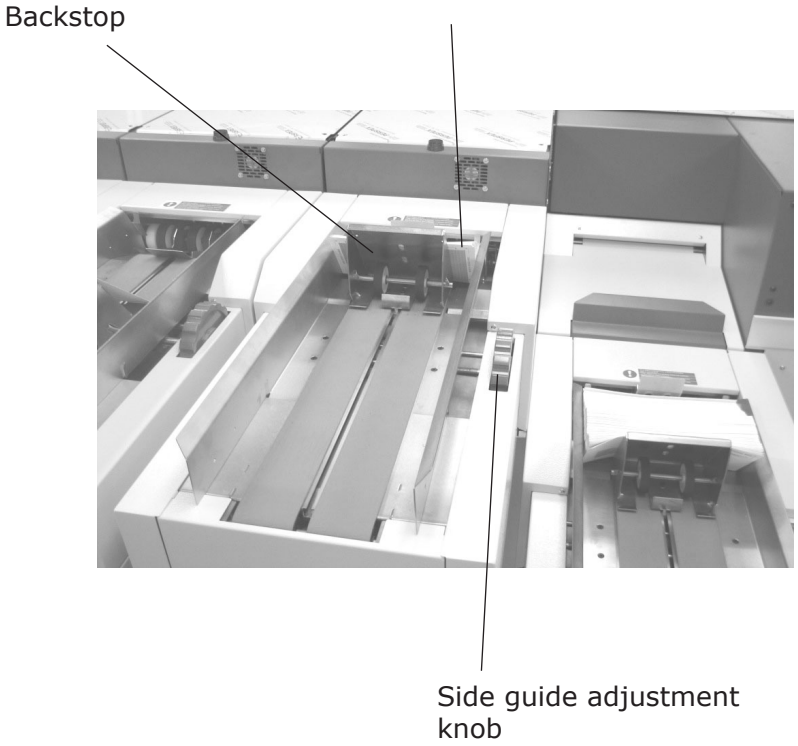
Feeders are used for inserts up to a maximum depth of 6” (152mm).

To load the hopper, rotate the adjustment knob to set the side guides slightly wider than the insert - allow about 1mm each side).

Slide the backstop rearwards and load the inserts on the track. At the front of the track, raise the centre guide and use the backstop to push the stack of inserts forwards, so that the front ones follow the slope of the track and make contact with the ribbed rollers at the front. Do not push the backstop in too tightly - it will automatically adjust to the correct tension when the machine starts operating. Tap the top of the insert stack to ensure that the leading edges are all contacting the surface of the track.

Load insert stack to follow the contour of the track.

☞ ***Ensure that the inserts are orientated correctly so that they enter the envelope the right way.***

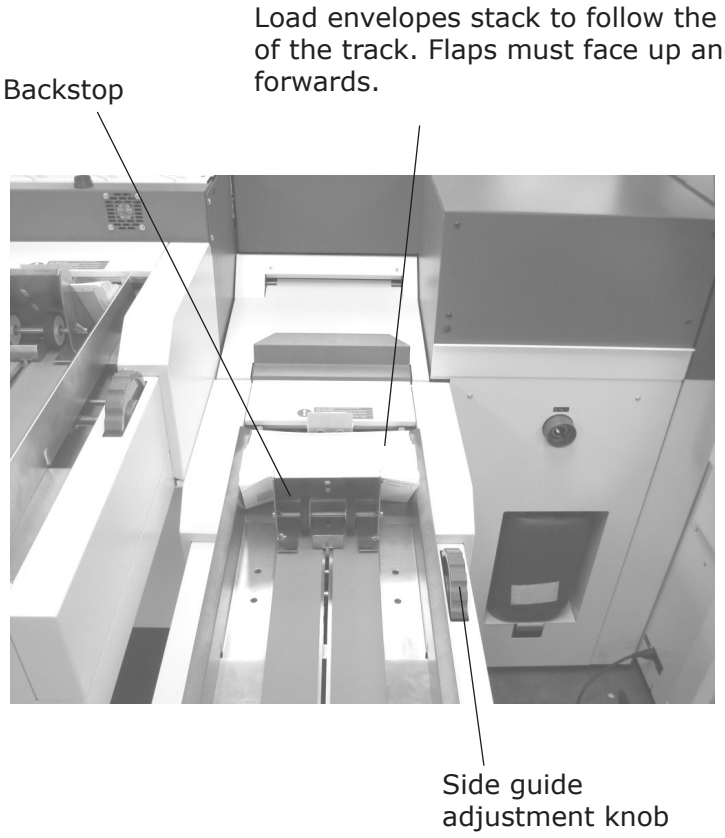


7.3 Loading the Envelope hopper.

Feeders are used for inserts up to a maximum depth of 6” (152mm).

To load the hopper, rotate the adjustment knob to set the side guides slightly wider than the envelope - allow about 1mm each side).

Slide the backstop rearwards and load the envelopes on the track **with flaps facing forwards.** At the front of the track, raise the centre guide and use the backstop to push the stack of envelopes forwards, so that the front ones follow the slope of the track and make contact with the ribbed rollers at the front. Do not push the backstop in too tightly - it will automatically adjust to the correct tension when the machine starts operating. Tap the top of the envelope stack to ensure that the leading edges are all contacting the surface of the track.


Load envelopes stack to follow the contour of the track. Flaps must face up and forwards.
Backstop
Side guide adjustment knob

8. OUTPUT CONVEYOR AND VERTICAL STACKER

8.1 About the Output Conveyor

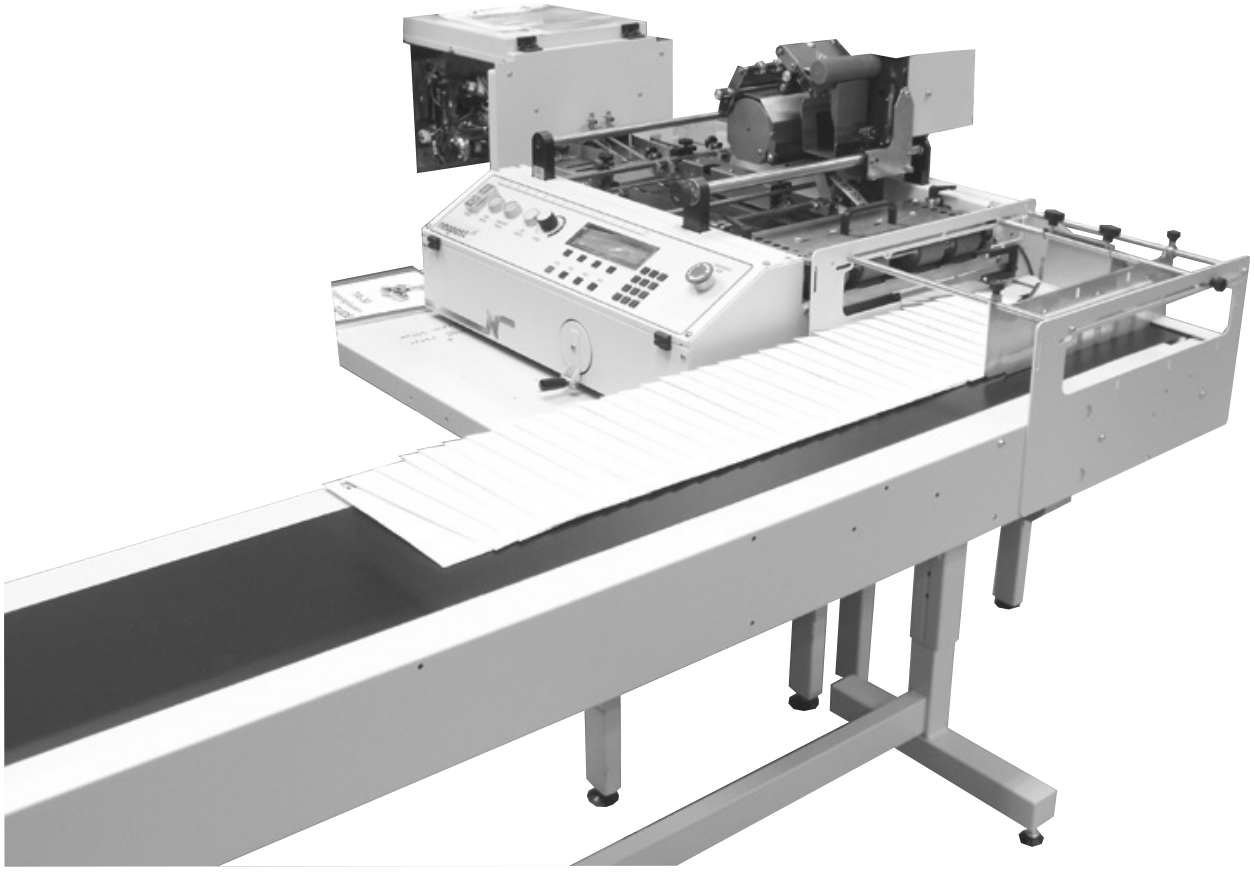
The Output Conveyor receives filled envelopes from the machine and feeds them to the end of the conveyor for subsequent removal by an operator. The conveyor belt moves in indexing steps so that the envelopes overlap one another. The speed of the belt, and hence the amount of overlap, is variable and may be controlled by the operator, though the conveyor will only move when the machine is running.

The conveyor is located at the end of the machine, sideways on and pointing towards the rear of the machine.

Technical Data

Dimensions:	Length:	2240mm (88”) including stacking tray
	Width:	382mm (15”)
	Height:	933mm (36½”) including stand, fully raised, floor to surface. 635mm (25”) including stand, fully lowered, floor to surface.
Weight:		75kg including stand (95kg packaged)

8.2 Operating Procedure

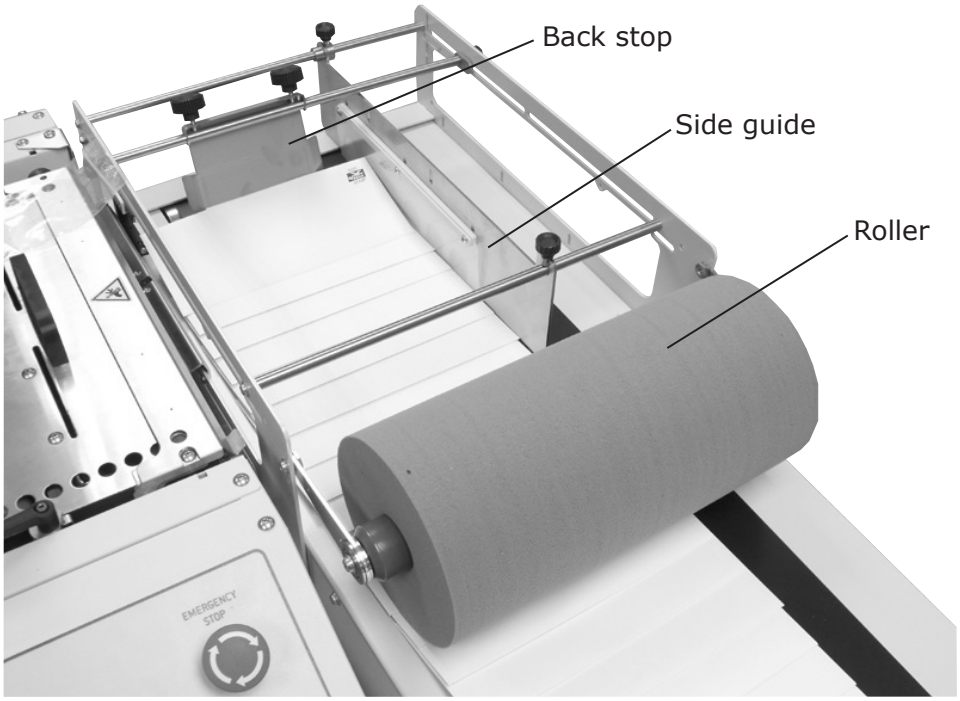


Referring to the figure above:

1. Connect the power lead from the main machine into the mains socket of the conveyor. **Note:** if a franker interface is fitted, a 'C' sensor will be fitted on the output of the machine.

2. Turn on the mains switch on the conveyor. The conveyor is now prepared and will automatically operate when the machine begins operating. The conveyor must now be set up to receive the filled envelopes.

Setting up the conveyor

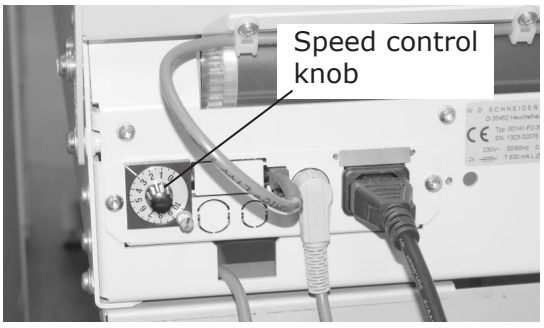


Referring to the figure above:

1. Set the LH side guide to suit the width of the envelope as it exits the machine; there should be approximately 1.5mm - 2mm clearance each side.

2. Set the back stop centrally to the envelope width, and angled forward so that the envelopes slide ontot the conveyor surface as they exit the machine.

2. As the envelopes feed onto the conveyor from the machine, adjust the speed control knob so that there is an overlap of approximately 30mm between the envelopes. Adjust this overlap if, for example, the envelope seams or flaps are catching on the edges of the window. Slacken the lockscew and turn the knob clockwise to increase the overlap and vice versa. Then tighten the lock screw.



3. When the run has finished or the machine is stopped, the conveyor will stop also. Press the run-off button at the far end of the conveyor back-rest to advance the accrued envelopes to the end of the conveyor for easy removal. **Note:** the button will only function while the conveyor is switched on.

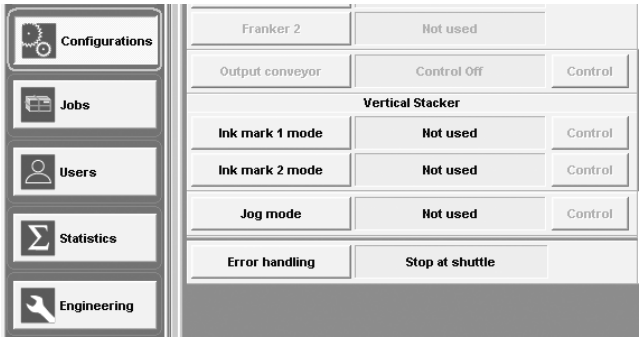
4. When the machine is switched off, the conveyor will automatically switch off also.

8.3 Conveyor Maintenance

Accumulated grime can build up on the surface of the belt, and this should be cleaned from time to time using a damp, soapy cloth or sponge. Clean the complete surface of the belt - it can be moved round using the run-off when the mains switch is on.

8.4 Vertical Stacker

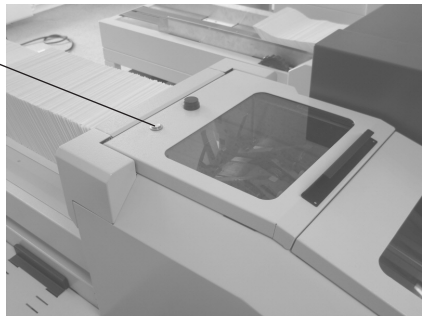
The Vertical Stacker is fitted as a higher-capacity option in place of the output conveyor. Its ink mark and jog options are described in the Configuration screen (see page 39) and shown in extract below:



Operation is automatic, requiring the operator only to unload the conveyor as it fills up. An optional side table is available to support mail trays for the filled envelopes to be decanted into.

A runout button is provided to allow the vertical stacker to be emptied, and the conveyor to be run. **The button only operates when the machine is switched off.**

Runout button



Press and release the button once to runout one envelope. Repeat for any further envelopes on the sloping track.
Press and hold the button to runout all envelopes and activate the conveyor.

Note: if the conveyor is allowed to fill up without emptying, the machine will stop with an error when it is full to capacity.

9. OPERATOR MAINTENANCE

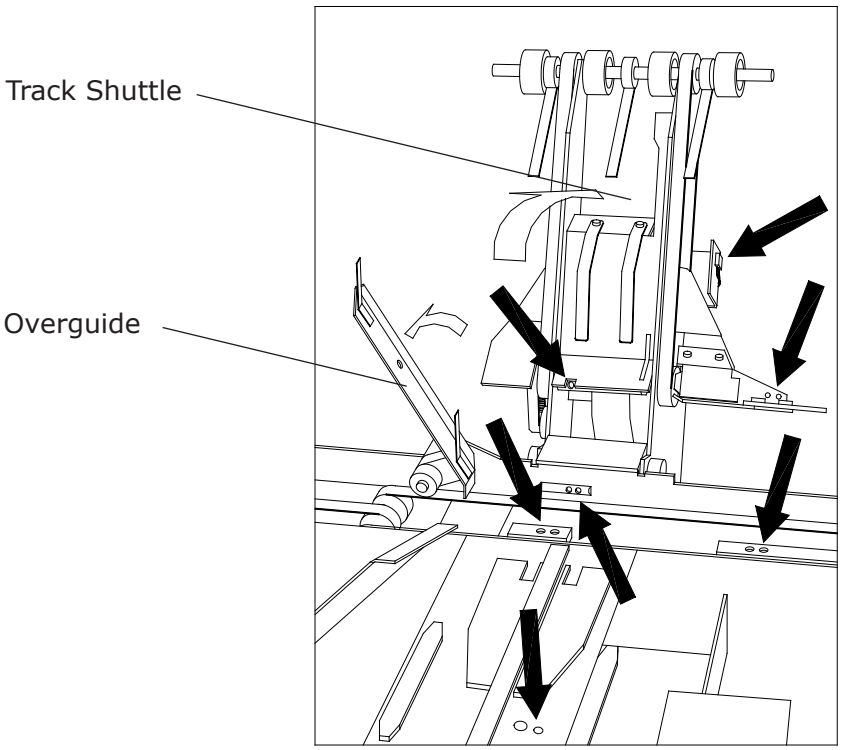
9.1 Operator Maintenance

After processing large numbers of inserts, contamination can build up on the rollers, and paper dust can obscure the optical sensors, impairing efficiency. To ensure the machine continues to operate effectively, the rollers and sensors should be cleaned periodically, and particularly if a large run is envisaged.

If operating problems occur, the rollers and sensors should always be cleaned first before taking further action.

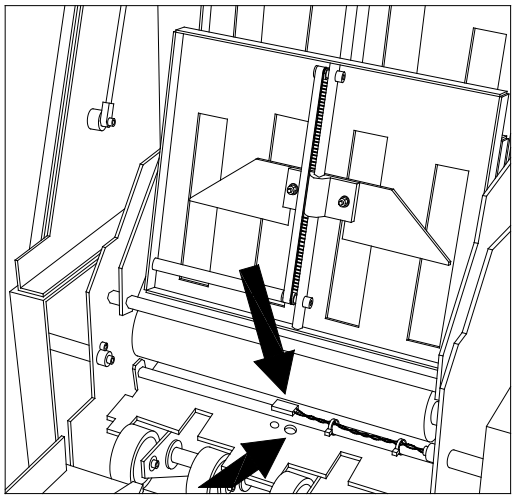
9.2 Cleaning the Sensors

The optical sensors on the machine consists of two halves, spaced slightly apart. They should be cleaned using the supplied non-flammable airduster, ensuring that both halves are cleaned. The diagrams following indicate the locations of the sensors (arrowed). **Note:** it is important to use only a **non-flammable** airduster, such as (part number E0070A). This can be used in any orientation, including upside-down.



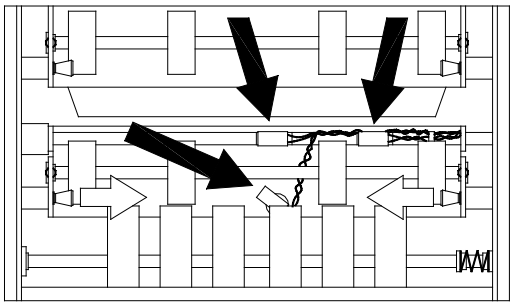
Track Shuttle
(viewed from behind the machine).

Open the top covers of the track stations. Raise the shuttle and the overguide.



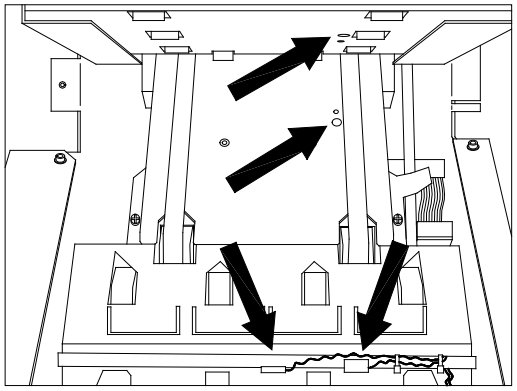
Folder

Open the top covers of the track stations. The folder (where fitted) is located behind the track shuttle.



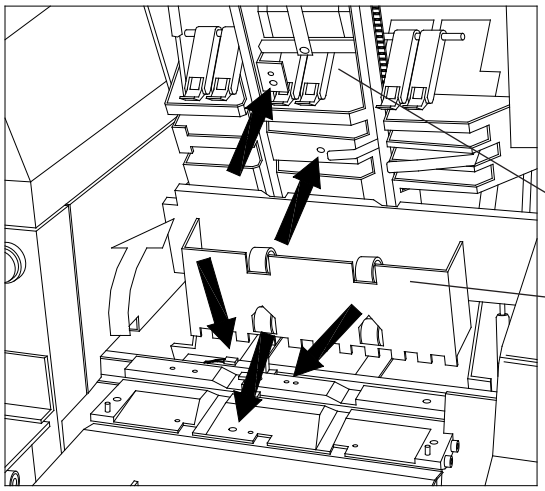
Feeder

Approach the feeder from behind the machine. Raise the cover at the input end to access the sensors. Pull back the latches and raise the roller covers to access the underside.
Note: there is also a feeder fitted behind the envelope opener - ensure these sensors are also cleaned in the same way.



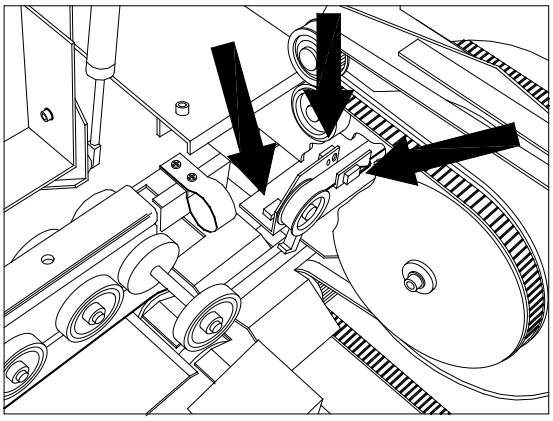
Envelope Opener

Located behind the insert head, just in front of the envelope feeder. Lift the black handle to gain access.



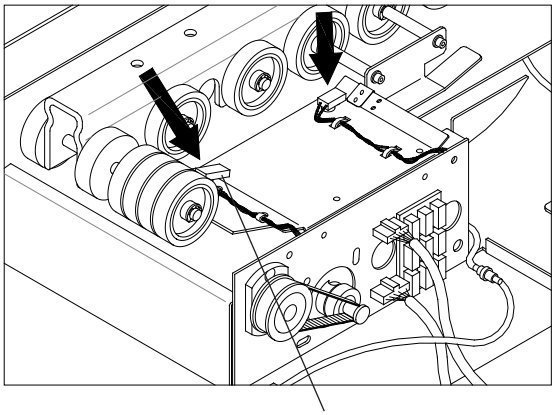
Kicker/Insert Area

Raise the insert cover and lift up the kicker and insert plate to gain access.



Turnover

With the insert cover raised, the sensors will be seen at the bottom of the turnover.



Wetter/Closer

With the insert cover raised, the sensors will be seen at the far end of the wetter assembly. To clean the output sensor, direct the airduster nozzle into the output slot of the machine, and under the sensor plate.

9.3 Cleaning the Rollers

Periodically, all rollers, feed wheels and conveyor belts should be cleaned to remove impacted residues picked up from processing printed material. Use a clean, lint-free cloth dampened with water on all rollers and feed wheels, except for fold rollers for which **only** Rubber Roller Restorer (part number A0438A) should be used, as this has been specially formulated to remove such residues. This should also be used for the conveyor belts on the feeder and envelope opener.

Ensure the machine is switched off at the mains power before cleaning the rollers.

Clean the full width and circumference of all visible rollers and feed wheels, using the location guide below. Most rollers and wheels can be turned round by hand, though some may be quite stiff.

Feed Interface

Clean the four conveyor belts on the upper conveyor, then raise this upwards to access the four lower belts.

Feeder

Raise the cover at the input end of the feeder conveyor to reveal the feed wheels - this also applies to the envelope feeder. Clean the conveyor belts using Rubber Roller Restorer.

Folder

Release the latches and tilt the fold plates forwards to reveal the three rollers below. Use Rubber Roller Restorer. **Note:** the rollers may be quite stiff to turn.

Hi Cap/Lo Cap Feeder

Raise the top cover to reveal the feed wheels. Also lift up the inner plate to access the rollers below.

Collator

Raise the collator cover and clean the full length of the conveyor belts of both upper and lower conveyors (release the latches and lift up the upper conveyor to access the lower conveyor). If a barcode/OMR unit is fitted, clean these conveyor belts and rollers also.

Envelope Opener

Lift up the black handle in front of the envelope feeder and raise to access the envelope opener conveyor. Clean the conveyor belts using Rubber Roller Restorer, and the rollers using water.

Turnover

Clean the turnover belts and also the large aluminium wheels that they run on.

10. TROUBLESHOOTING GUIDE

the following guide provides possible solutions to operating problems that may arise. It is not intended to provide a complete solution to all the possible problems shown, but should be used in conjunction with advice on curative action from Technical Support Department. For a description of all error codes, see the 'Advanced Troubleshooting Guide'.

To assist in identification of modules referred to, see the 'Module Identification Guide'.

Note: if persistent operating problems are occurring clean all sensors before taking further action (see section 9).

PROBLEM	POSSIBLE SOLUTION / ACTION
Envelopes and Insert Area	
1. Poor pick-up of envelopes.	a) Side guides too tight - set to 1mm free play each side. b) Separator shield set too far back (to adjust, see page 17 of this document). c) Clean envelope pick-up rollers.
2. Flaps not opening.	a) Ensure envelope stack is angled back in hopper, not upright. b) Separator is set slightly too tight. c) Clean envelope opener conveyor belts. d) Clean envelope pickup rollers. e) Ensure conveyor cover is fully closed.
3. Fingers not inserting properly.	a) Angle of fingers may need adjusting - slacken lock screw to adjust. b) Check outer fingers are narrower than envelope by 9 - 10mm each side **but** must be wider than insert - reduce side clearance if necessary.
4. Envelope skewed at insert.	a) Check side guide clearance - should be 1mm free play each side. b) Check software for correct envelope size (see page 30 of this document).
5. Inserts not arriving at insert area.	a) Side guides too tight - set to 1mm free play each side. b) Increase envelope depth in software (see page 17 of this document).
6. Inserts coming out of envelope when leaving insert area.	a) Metal tape underneath kicker needs angling downwards - contact Service Department.
7. Filled envelopes crashing at turnover eject (underneath turnover).	a) Check turnover belts are not misplaced. b) Check looped plastic tapes at eject area are not broken.
8. Filled envelope failing to leave insert area.	a) Wetter roller not fully lowered. b) Carrier on wetter conveyor not fully seated.

Hi-Cap or Lo-Cap Feeder

1. Paper not picking up or not feeding properly.	a) Side guides too tight - set to 1mm free play each side (check from top to bottom - note guides are also adjustable for angularity. b) Check paper stack is pushed fully forward. c) Feed rollers dirty, especially pickup rollers. d) Separator is set too tight (to adjust, see page 17 of this document). e) Sensors in feed area blocked or dirty. f) Set up alternative fold to allow run stationery to be run in opposite direction (see page 37 of this document). g) Ensure stationery is correctly loaded on printer prior to use, ie. prime side must be printed.
2. Doubles or stream-feeding occurring.	a) Check correct document information is being used in Documents and Configuration. b) Separator gap too large. c) Feed rollers dirty, especially pickup rollers. d) Check side guides and paper stack (see a) & b) in problem 1). e) Let stationery settle for 24 hours near to machine before use. f) Check relative humidity - should be 30 - 80%.
3. Feed overrun.	a) Pivoting feed roller carrier left in raised position - lower it. b) Paper stack support tray is lopsided - contact Service Department.
4. "Hi-cap overrun" error message appearing on screen.	a) Uneven paper stack (one side higher than the other) - may be caused by uneven ink/toner laydown. Reduce stack to 250 sheets. b) Paper tray tilted due to stretched chains - contact Service Department.

Collator

1. Paper not arriving at OMR/Barcode area.	a) Hi/Lo-Cap feeder separator gap too tight - fine-adjust from Run screen. b) Sensors obscured - clean on both Hi/Lo-Cap and collator. c) Roller carrier plate at Hi/Lo-Cap feed area not properly latched down. d) Black conveyor belt carriers under reader head are raised - fully lower them.
2. Paper not arriving at collator holdpoints.	a) Improper location of 2 spring-loaded shafts with white nylon rollers - also check drive pins are present. b) Main collator conveyors not fully latched down. c) Side guides on lower conveyor incorrectly set - adjust using green knob on RH side.
3. Paper crashing at entry to collate pocket (under lower conveyor).	a) Collate pocket incorrectly set for paper size (eg. Letter setting but A4 paper) - check document setup. b) Collate pocket side guides incorrectly set - adjust using green knob on RH side.
4. Paper crashing at exit from collate pocket.	a) Collator not fully latched to main machine. b) Document trapped between collator exit and main machine - unlatch and withdraw to check. c) Paper excessively curled - restack and check printer (may be running too hot). d) Click 'Reset Unit' button in document inserter from Run screen (see page 19 of this document).

5. "Collate pocket exit jam" or "Form not arrived at collate exit" error message on screen.	a) Paper not central in collate pocket - adjust side guides so that trailing edge gives 1 - 2mm clearance each side. Open collate conveyor to adjust. b) Pocket set too short - fine adjust from Run screen so that pocket is 2mm greater than paper depth (see page 14). Feed in one sheet, open collate conveyor and measure clearance. c) Steel balls restricting entry - contact Service Department to remove one or more symmetrically.

Folder

1. Paper not folding correctly.	a) Dirty fold rollers - clean with Rubber Roller Restorer. b) Fold plates incorrectly set - check settings in Document and Configuration screens. c) Change standard fold type (eg. C instead of Z) or use custom fold. d) Check fold plates are fully latched.
2. Paper not exiting from folder correctly.	a) Paper caught behind shuttle bed - raise shuttle to reveal. Clean four exit rollers at far edge of shuttle bed. b) Loose ribbon cable connector at front of shuttle. c) Metal output tapes on folder exit are incorrectly set. d) Insert track overguide incorrectly set (located above track cassette).

Insert Track

1. Shuttle stalling.	a) Loose ribbon cable connector at front of shuttle. b) Metal tapes underneath shuttle incorrectly set. c) Shuttle pawls need resetting - manually pull round a few centimetres.
2. Paper crashing on insert track.	a) Insert track overguide incorrectly set (located above track cassette). b) Folded document wrong size for track - check settings in Document screen, particularly if custom fold. c) Dirty sensors in insert track or shuttle area - clean. d) Manually check that insert track pawls can be moved.
3. Insert track stall (reported on screen).	a) Remove all documents from track, upstream and downstream, and click 'Reset Unit' button in document inserter from Run screen (see page 13 of this document). b) Check shuttle bed underneath shuttle is fully lowered.

Feeder

1. Feeder not picking up.	a) Side guides too tight - set to 1mm free play each side. b) Ensure envelope stack is angled back in hopper, not upright. c) Dirty or glazed feed rollers - clean. d) Separator is set slightly too tight - fine adjust from Run screen. e) Check separator shield setting (if feed is slow, increase shield) - adjust in document inserter from Run screen (see page 19 of this document). f) Dirty sensors on feeder - clean. g) Run with inserts opposite way round or inverted. h) Check spring-loaded shaft with pickup rollers is properly located. Also check pivoting roller plate in front of this is fully latched.
2. Doubles being fed, or stream feeding.	a) Check correct document information is set in Configuration and Job screens. b) Separator is set slightly too wide - fine adjust from Run screen. c) Dirty separator rollers - clean. d) Separator needs recalibrating - perform this in document inserter from Run screen (see page 19 of this document).

3. Inserts crashing on exit of feeder.	a) Paper caught behind shuttle bed - raise shuttle to reveal. Clean conveyor belts on feeder interface. b) Shuttle not setting correctly - click ‘Reset Unit’ button in document inserter from Run screen (see page 19 of this document). c) Loose ribbon cable connector at front of shuttle. d) Run with inserts opposite way round or inverted. e) Feeder output tapes (at far end of shuttle) incorrectly set.

EC Declaration of Conformity

(According to Annex III B of the Low Voltage Directive)

Manufactured by:
Neopost Technologies Limited
Oakwood Hill Industrial Estate
Oakwood Hill, Loughton
Essex, IG10 3TZ

Herewith declares that the:

Product: **DS-1200**
Product description: **Mail Feeder/folder/inserter**

First Year of the CE Marking:: **2007**

Which this declaration refers to, is in accordance with the conditions of the Low Voltage Directive 2006/95/EC

And the following Directive:
EMC 2004/108/EC

And is in conformity with the following harmonised standard(s) or other such specifications:

EN 60950-1: 2007
EN 55022: 1998, A1, A2
EN 55024: 1998, A1, A2
EN 61000-3-2: 2000
EN 61000-3-3: 1995, A1
EN 61000-4-2: 1995, A1, A2
EN 61000-4-3: 2002, A1
EN 61000-4-4: 1995, A1
EN 61000-4-5: 1995, A1
EN 61000-4-6: 1996, A1
EN 61000-4-11: 1994, A1

Authorised on Behalf of Neopost Technologies Limited, UK

Name: Simon George
Position: Site Director
Date: Jun-07

Part Number: K6120A-N

Déclaration de Conformité CE

Ceci est une copie d'un document original qui est la propriété de Neopost Technologies Ltd.

Le produit auquel se rapporte cette déclaration, est conforme aux conditions de la Directive Basse Tension 2006/95/CE et la directive suivante: CEM 2004/108/CE et est conforme à la norme harmonisée suivante (s) ou d'autres spécifications:

EN 60950-1: 2007
EN 55022: 1998, A1, A2
EN 55024: 1998, A1, A2
EN 61000-3-2: 2000
EN 61000-3-3: 1995, A1
EN 61000-4-2: 1995, A1, A2
EN 61000-4-3: 2002, A1
EN 61000-4-4: 1995, A1
EN 61000-4-5: 1995, A1
EN 61000-4-6: 1996, A1
EN 61000-4-11: 1994, A1

EG-Konformitätserklärung

Das Produkt auf das sich diese Erklärung bezieht, in Übereinstimmung mit den Bedingungen der Niederspannungsrichtlinie 2006/95/EG und die folgende Richtlinie:
EMV 2004/108/EG und steht im Einklang mit der folgenden harmonisierten Norm (en) oder sonstigen Angaben:

EN 60950-1: 2007
EN 55022: 1998, A1, A2
EN 55024: 1998, A1, A2
EN 61000-3-2: 2000
EN 61000-3-3: 1995, A1
EN 61000-4-2: 1995, A1, A2
EN 61000-4-3: 2002, A1
EN 61000-4-4: 1995, A1
EN 61000-4-5: 1995, A1
EN 61000-4-6: 1996, A1
EN 61000-4-11: 1994, A1

Dichiarazione CE di Conformità

Il prodotto al quale questa dichiarazione si riferisce, è conforme alle condizioni della Direttiva Bassa Tensione 2006/95/CE e la seguente direttiva: EMC 2004/108/CE
ed è conforme alle seguenti norme armonizzate (s) o ad altre specifiche quali:

EN 60950-1: 2007
EN 55022: 1998, A1, A2
EN 55024: 1998, A1, A2
EN 61000-3-2: 2000
EN 61000-3-3: 1995, A1
EN 61000-4-2: 1995, A1, A2
EN 61000-4-3: 2002, A1
EN 61000-4-4: 1995, A1
EN 61000-4-5: 1995, A1
EN 61000-4-6: 1996, A1
EN 61000-4-11: 1994, A1

Declaración CE de Conformidad

El producto al que se refiere la presente declaración, cumple con las condiciones de la Directiva de Baja Tensión 2006/95/CE y la Directiva los siguientes:
EMC 2004/108/CE y está en conformidad con las siguientes normas armonizadas (s) u otras especificaciones:

EN 60950-1: 2007
EN 55022: 1998, A1, A2
EN 55024: 1998, A1, A2
EN 61000-3-2: 2000
EN 61000-3-3: 1995, A1
EN 61000-4-2: 1995, A1, A2
EN 61000-4-3: 2002, A1
EN 61000-4-4: 1995, A1
EN 61000-4-5: 1995, A1
EN 61000-4-6: 1996, A1
EN 61000-4-11: 1994, A1

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